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SOLDIER'S MANUAL

11B50

SENIOR INFANTRY SERGEANT

United States
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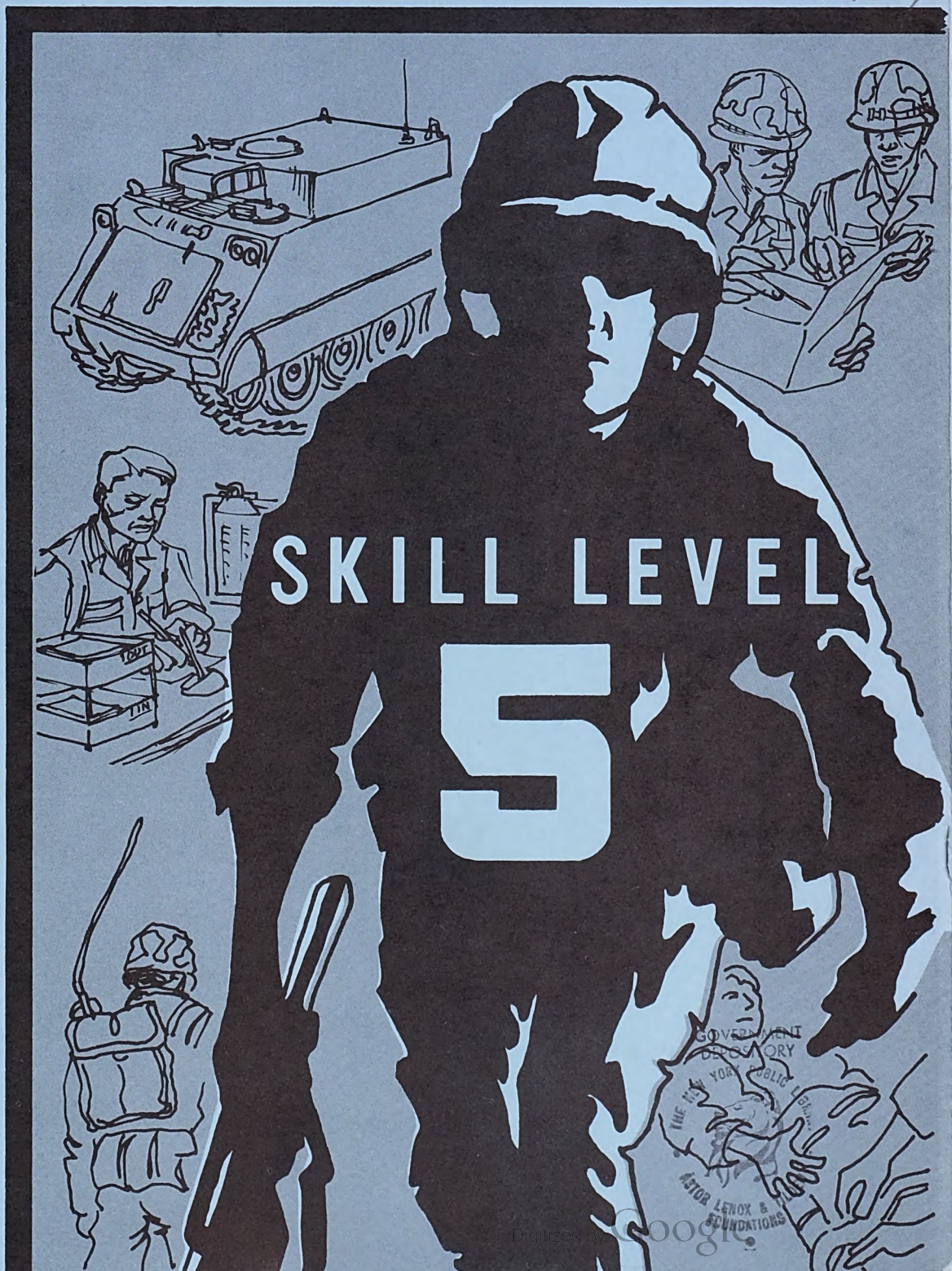
VW2Y



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COMMANDERS ATTENTION

Distribute this manual to each soldier in MOS 11Z; 11B, skill levels 4-5; and 11C, skill level 4.

The Soldier's Manual is designed to tell the soldier what tasks he must be proficient in to be MOS qualified. If the soldier follows the road map it provides, he should progress readily to positions of responsibility commensurate with his aptitude and motivation.

Initial distribution of Soldier's Manuals will be "pushed" down to the unit level, based upon assigned strength in the particular MOS and skill level. In the event additional manuals are needed by the unit for MOS study, libraries or other training needs, DA Form 17 (Request for Publications) may be sent directly to the US Army Publications Center, 2800 Eastern Boulevard, Baltimore, Maryland 21220.

The individual soldier is responsible for retaining and maintaining his manual. Soldier's Manuals are designed on the modular system. Each skill level manual builds upon the other. As an example, a skill level 3 soldier needs manuals 1 through 4. Levels 1 through 3 tell the level 3 soldier what he needs to know for proficiency at this present skill level. The skill level 4 manual tells him what he must be able to do at the next skill level. The point is - he needs all 4 manuals to know all he needs to know.

Upon promotion to grades E5, E6, E7, or E8, the soldier must order his next higher level manual directly from the preparing agency identified in this manual.

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RESERVE COMPONENTS

ARMY NATIONAL GUARD—ARMY RESERVE

This page is information for you the Reserve Component soldier. This Soldier's Manual, as published, is representative of the critical tasks to be performed by the Active Army soldier in your MOS on equipment available in the Active Army inventory.

Most tasks in this manual *are applicable to you* without changes. However, some tasks may require modification due to differences of equipment, facilities and training time available to you.

By now, you are probably wondering why this special page. This is to inform you that due to time constraint, this soldier's manual has not undergone a review process necessary to make it equitable to you the Reserve Component soldier. In the meantime, you will be using this manual along with your Active Army counterpart. Future publications of soldier's manuals will undergo the necessary review process. This manual will be included in that review and if applicable, change sheets will be published and distributed to you.

Many tasks that you learned in BCT and AIT are in this manual. There are other critical tasks that you are responsible to learn on your own. Training references/materials are available and can be provided to you through your unit. This is where your initiative comes into play. It is to your advantage to take the initiative NOW. Your performance in your duty position will be based on your ability to perform all the critical tasks for which you are accountable.

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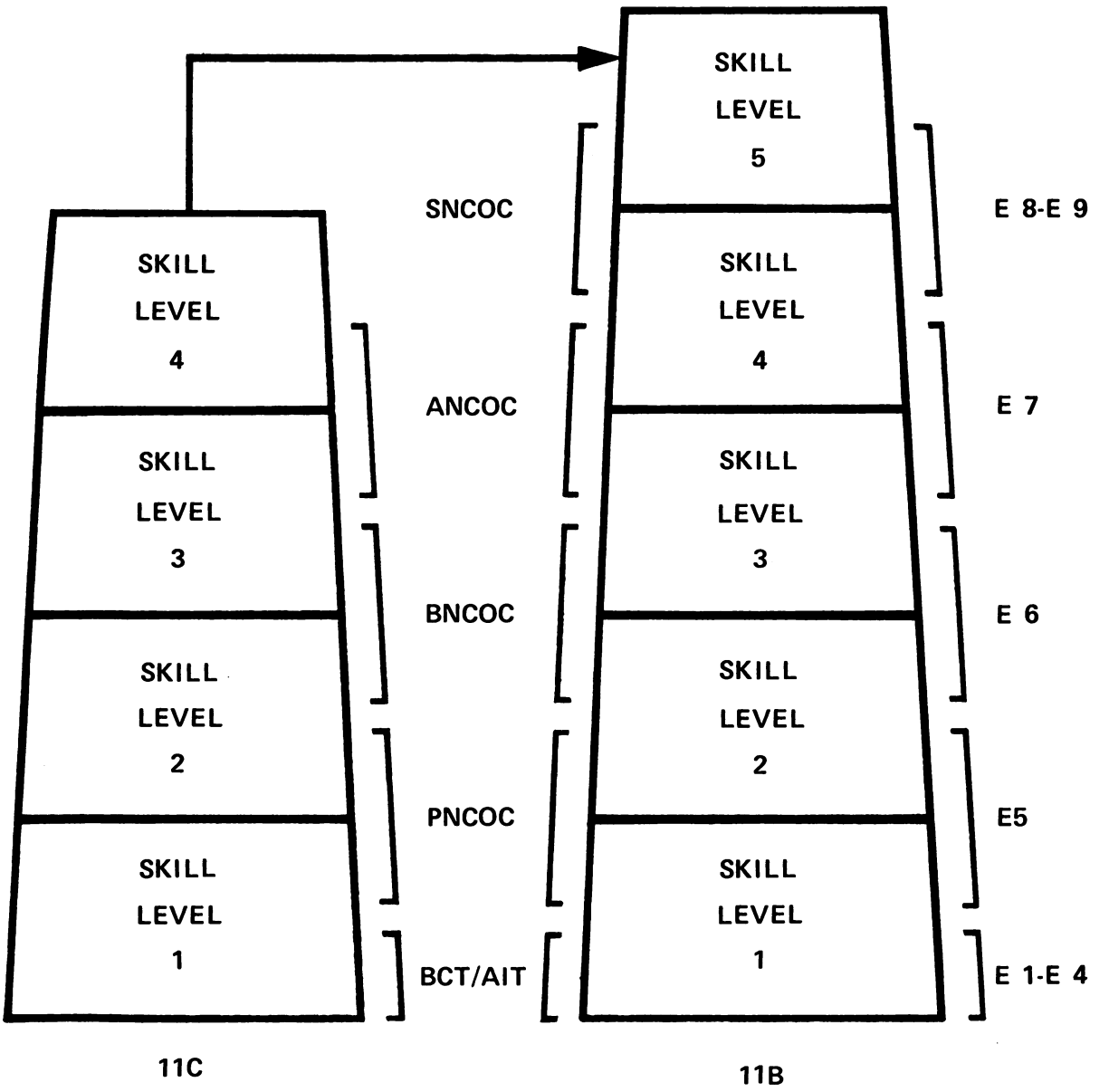
THE INFANTRYMAN'S CAREER PROGRESSION



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FM 7-11B5
HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 14 January 1977

SOLDIER'S MANUAL 11B
SENIOR INFANTRY SERGEANT SKILL LEVEL 5

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CHAPTER 1

SENIOR INFANTRY SERGEANT

SECTION V

SKILL LEVEL FIVE
INTRODUCTION AND ROAD MAP

FM 7-11B5

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YOUR SOLDIER'S MANUAL - - -

1.

The Skill Level 5 Soldier's Manual is designed as a training tool for you, the E8 or for the E7 preparing for promotion to E8. This manual differs from the previous manuals in both content and format.

2.

The Skill Levels 1 through 4 Soldier's Manuals present the mission essential combat or combat related tasks necessary for the soldier to perform his job in the 11B and 11C MOS duty positions. These tasks are stated as training objectives with the conditions under which the task must be performed and the standards necessary to accomplish the job with the minimum necessary skill. A training section accompanies each task and explains how to accomplish the task to the minimum standards. Remember, that these standards are written as minimum acceptable levels of proficiency. Local commanders may modify the conditions and standards to require a higher level of proficiency, to adapt to local resource limitations or to more accurately reflect specific mission requirements.

3.

Each soldier in the Army will have his own Soldier's Manual as a reference and study guide. For skill levels (SL) 1-4 each manual is designed to interface the new tasks of the higher skill level with those of the previous levels for which the soldier must retain proficiency. **The following chart indicates which manuals your soldiers need:**

If you are an:	You need:					For Skill Qualification Test (SQT):
	SL 1	SL 2	SL 3	SL 4	SL 5	
E1/E4	X					Plus SL2
E5	X	X				Plus SL3
E6	X	X	X			Plus SL4
E7	X	X	X	X		Plus SL5
E8	X	X	X	X	X	
E9	X	X	X	X	X	

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4.

The manuals are designed to be consolidated. The consolidation instructions are inside the front cover of each manual. To correctly assemble the proper skill level manual for your grade, start with the Skill Level 1 manual and combine it with the Skill Level 2 manual, then each skill level thereafter, respectively, depending on your rank.

5.

The soldier is responsible not only for mastering each skill level as he performs his job, but also for demonstrating his proficiency in the next higher skill level in order to be promoted. He will demonstrate this proficiency by taking the SQT where 25% of the examination will consist of skills from the next higher skill level. Once promoted, he must master his current skill level while retaining proficiency in the individual skills from each previous skill level. In addition, the burden is placed on the soldier and his commander to prepare himself for the next higher level.

6.

The Skill Level 5 manual is a little different. Your manual is self-contained with essential tasks developed in four broad functional areas. These areas consist of the tasks related to the 1SG duty position, the operations sergeant duty position, the intelligence sergeant duty position, and common tasks essential to all three duty positions. By the nature of the E8 duty positions, the individual tasks are oriented towards organizational, administrative and planning tasks rather than to the more concrete, combat related tasks of the earlier skill levels. Furthermore, your job as an E8, especially as a First Sergeant, demands that you be competent to perform, supervise the performance, train, and monitor and evaluate training in the individual tasks of the previous skill levels. This skill requirement is further complicated by the existence of the E8 Infantryman's dual tracks of 11B and 11C. The E8 SQT, however, takes into account the varying 11B and 11C background and will test only tasks from the Skill Level 5 manual. This does not, of course, relieve you of the rquirement to retain and develop the knowledge and abilities of the 11B and 11C Infantrymen which you are expected to help train, mold, and develop.

7.

Remember that you have a responsibility to your subordinates to insure that they understand how this system works. Your responsibility for the training and development of your subordinates is even more critical today than ever before. The necessity for supervised on-the-job training (SOJT) is vital not only to increase the combat effectiveness of the Army, but also for the preparation of individual soldiers to advance to the next higher Skill Level.

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PROMOTIONS

The Army promotion system has changed more dramatically in recent years than any other part of our system. Today, soldiers are normally awarded Skill Level 1 upon graduation from AIT. Soldiers advance to the next skill level by completing the appropriate NCO Course and obtaining the designated score on the SQT. Alternately, they may be promoted by working OJT for six months (E5 and below) or 12 months (E6 and above) in the current or next higher skill level and obtaining the designated score on the SQT. Promotions to E3 and E4 are locally controlled. E5 and '6 promotions are semi-centralized. E7 to E9 promotions are centralized. Promotions will continue to be based on a good record, time in grade, time in service, and on-the-job performance. More obvious than ever before, however, is the importance of potential to perform the duties of the next higher grade. This is most dramatically shown in the SQT. At each skill level approximately 25% of the test will cover elements from the next higher skill level. In other words, a soldier must demonstrate the ability to perform the duties of the rank he aspires to make before he will be promoted. You should be aware that an SQT notice will be published 60-90 days prior to the examination. This SQT notice will specify the tasks which will be tested.

A NOTE TO THE FIRST SERGEANT

1.

The First Sergeant's duty position is in many ways the peak of the Infantry NCO's career. The First Sergeant is in a position to influence the action but remains at a level where he can keep a close touch on the very pulse of the unit. It is a place where your experience, expertise, and strength of character can make a very real contribution to the Army, especially in this critical post-war period.

2.

A soldier has two primary jobs -- to fight in war when called upon and to prepare for that ultimate mission in peacetime. Today, when the threat has never been greater, when the lethality of the modern battlefield has increased so dramatically, no greater demands for skill and proficiency have ever been required of the infantryman. The example which you set is crucial to the development of the young soldiers for whom you are responsible. The requirement for first rate, relevant, dynamic training may be the single most important task to which you can dedicate yourself, your time, and your efforts.

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3.

Now, you have several additional tools to upgrade this training. Project CABL (Consolidation of Administration at Battalion Level) will relieve you of a great many of your administrative requirements. Your soldiers' performance on the SQT and the unit's performance on the ARTEP (Army Training and Evaluation Program) will help you to analyze their strengths and weaknesses in a very functional way. The ready acessibility of the ARTEPs which will be used to evaluate your unit's tactical proficiency provide an excellent tool with which your unit can shape its training. The FM 7-11B and C series Soldier's Manuals are ARTEPs for the individual soldier. They provide a breakdown of the 11B and 11C individual skills which will help to structure your individual training programs. The fact that each soldier has his own copy can only enhance his learning potential. The availability to you of the 11B/11C Soldier's Manuals provides a compact reference source to help you to more efficiently evaluate individual performance and to plan, prepare, conduct and evaluate training. With a basic working knowledge of performance oriented training (FM 21-6), the ARTEP for your unit, Soldier's Manuals, supporting Training Extension Course (TEC) lessons, and other exportable instructional packages, you can play a major role in upgrading and maintaining the combat readiness of your unit.

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ROAD MAP

FOR
SENIOR INFANTRY SERGEANT SKILL LEVEL 5

BASIC TASKS FOR ALL SKILL LEVEL 5 INFANTRYMEN

MANAGEMENT

TASK NUMBER		PAGE
	CORRESPONDENCE MANAGEMENT	
071-11B-8401	Review Correspondence.	2-IX-A-1
071-11B-8402	Prepare a Draft of a Military Letter.	2-IX-A-2
071-11B-8403	Prepare a Draft Indorsement to Military Letters.	2-IX-A-3
071-11B-8404	Prepare a Draft of a Disposition Form (DA Form 2496).	2-IX-A-4
071-11B-8405	Prepare a Draft of Comments to Disposition Form (DA Form 2496).	2-IX-A-5
071-11B-8406	Prepare a Draft of a Nonmilitary Letter.	2-IX-A-6
071-11B-8407	Request Orders.	2-IX-A-7
	PERSONNEL MANAGEMENT	
071-11B-8562	Review Enlisted Efficiency Reports and Senior Enlisted Efficiency Reports (DA Forms 2166-5 and 2166-5A).	2-IX-B-1
071-11B-8568	Prepare Recommendation for Award or Decoration.	2-IX-B-2
	PUBLICATION MANAGEMENT	
071-11B-8426	Review Reference Library.	2-IX-C-1
071-11B-8427	Establish/Review Pinpoint Publications Accounts.	2-IX-C-2
071-11B-8428	Post Changes to Publications.	2-IX-C-3

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FUNCTIONAL FILES MANAGEMENT

071-11B-8440	Assign the Army Functional File System (TAFFS) Numbers to Correspondence.	2-IX-D-1
071-11B-8441	Review Functional Files.	2-IX-D-2
071-11B-8442	Dispose of Files.	2-IX-D-3

TRAINING MANAGEMENT

071-11A-5115	Monitor and Evaluate Training.	2-IX-E-1
071-11A-5102	Prepare and Conduct a Performance-Oriented Training Session (Individual and Collective).	2-IX-E-2
071-11B-8451	Prepare Training Guidance.	2-IX-E-3
071-11B-8450	Develop a Training Program.	2-IX-E-4

MAINTENANCE MANAGEMENT

071-11B-8001	Establish Priorities for General Maintenance.	2-IX-F-1
071-11B-8480	Review Maintenance Audit Program.	2-IX-F-2
071-11B-8481	Review Equipment Serviceability Criteria (ESC) Inspection Worksheets (DA Form 2404, Equipment Inspection and Maintenance).	2-IX-F-3
071-11B-8482	Review Company Materiel Readiness Report (DA Form 2406).	2-IX-F-4
071-11B-8483	Inspect Equipment Log Book.	2-IX-F-5

CLASSIFIED/SENSITIVE DOCUMENT/MATERIAL MANAGEMENT

071-11B-8500	Maintain a Safe or Cabinet Security Record (DA Form 672).	2-IX-G-1
071-11B-8502	Safeguard/Account For Classified Material/ Documents.	2-IX-G-2
071-11B-8503	Safeguard For Official Use Only (FOUO) Material.	2-IX-G-3
071-11B-8504	Prepare DA Form 727 (Classified Container Information).	2-IX-G-4
071-11B-8505	Determine the Correct Classification and Downgrading/Declassification Marking For Documents.	2-IX-G-5

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071-11B-8506	Review Security Access Roster.	2-IX-G-6
071-11B-8507	Inspect Small Arms and Small Arms Ammunition Storage Facilities.	2-IX-G-7

MANAGEMENT SKILLS FOR FIRST SERGEANT DUTY POSITION

MILITARY JUSTICE ACTIONS

071-11B-8520	Protect the Rights of an Accused or Suspected Individual.	2-X-A-1
071-11B-8522	Supervise Preparation of Sworn/Unsworn Statements.	2-X-A-2
071-11B-8523	Supervise Preparation of a Court-Martial Charge Sheet (DD Form 458).	2-X-A-3
071-11B-8524	Supervise Preparation of Record of Proceedings under Article 15, UCMJ (DA Form 2627).	2-X-A-4
071-11B-8525	Supervise Preparation of Summary of Non-Judicial Punishment Administered Form (DA Form 3743-R).	2-X-A-5
071-11B-8527	Recommend Nonpunitive Disciplinary Measures.	2-X-A-6

PERSONNEL ACCOUNTING ACTIONS

071-11B-8541	Review Unit Manning Report (UMR).	2-X-B-1
071-11B-8542	Review Mark Sense Forms.	2-X-B-2
071-11B-8543	Review Unit Transmittal Letter (UTL).	2-X-B-3
071-11B-8545	Assist Commander in the Conduct of a Personnel Asset Inventory (PAI).	2-X-B-5
071-11B-8546	Review personnel strength zero balance Report Part I and Part II.	2-X-B-6
071-11B-8547	Review Personnel Qualification Record Part I, (DA Form 2).	2-X-B-7
071-11B-8548	Reivew Personnel Data - SIDPERS: Short Title: PDC-SIDPERS (DA Form 2475-2).	2-X-B-8
071-11B-8549	Review SIDPERS Input and Control Data - Authentication and Transmittal (DA Form 3815) (Batch Control Form).	2-X-B-9

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071-11B-8550	Prepare/Transmit Personnel Accounting Input Data for SIDPERS.	2-X-B-10
071-11B-8551	Review SIDPERS Output Data.	2-X-B-11

PERSONNEL MANAGEMENT ACTIONS

071-11B-8561	Review Request and Authority for Leave Form (DA Form 31).	2-X-C-1
071-11B-8571	Prepare Leave Control Log Form (DA Form 4179-R).	2-X-C-2
071-11B-8563	Review Enlisted (E3 through E6) Promotion Recommendation/Procedures.	2-X-C-3
071-11B-8572	Prepare and Maintain Duty Roster (DA Form 6).	2-X-C-4
071-11B-8570	Prepare/Review Personnel Action Form (DA Form 4187).	2-X-C-5
071-11B-8565	Prepare Report For Suspension of Favorable Personnel Action (DA Form 268).	2-X-C-6
071-11B-8567	Prepare Bar to Reenlistment.	2-X-C-7
071-11B-8573	Initiate Administrative Actions on AWOL Soldier.	2-X-C-8
071-11B-8564	Prepare Drop from the Roll (DFR) Administrative Action.	2-X-C-9
071-11B-8566	Review Application for Hardship/Dependency Discharge.	2-X-C-10
071-11B-8569	Prepare Recommendation for Discharge for Misconduct/Unsuitability.	2-X-C-11
071-11B-8003	Maintain Accountability of Personnel (Status Report, Casualty Report).	2-X-C-12

MESS MANAGEMENT

071-11B-8581	Prepare Company Tactical Feeding Plan.	2-X-D-1
071-11B-8582	Maintain Meal Card Register.	2-X-D-2

SUPPLY MANAGEMENT

071-11B-1271	Review Statement of Charges (DD Form 362).	2-X-E-1
071-11B-1278	Determine the Procedures to Relieve the Soldier from Pecuniary Liability.	2-X-E-2

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071-11B-1274	Review Cash Collection Voucher (DD Form 1131).	2-X-E-3
071-11B-1275	Review Inventory Adjustment Report (IAR) DA Form 444.	2-X-E-4
071-11B-1276	Conduct Inventory of Absentee's Personal Effects and Military Equipment.	2-X-E-5
071-11B-1277	Organize/Supervise the Company Trains Area.	2-X-E-6
071-11B-8002	Request Supplies and Logistical Services.	2-X-E-7

SOLDIER FINANCE ACTIONS

071-11B-8700	Review Pay Inquiries (DA Form 2142), JUMPS Army Allotment Authorization (DA Form 1341), and JUMPS - Army Pay Election (DA Form 3685).	2-X-F-1

OPERATIONS DUTY POSITION

ORDERS AND PLANS

071-11B-8110	Prepare an Operation Overlay.	2-XI-A-1
071-11B-8120	Prepare, Assemble, and Distribute an Operation Plan/Operation Order/Annex.	2-XI-A-2
071-11B-8121	Prepare a Fragmentary Order.	2-XI-A-3

REPORTS AND RECORDS

071-11B-8103	Establish and Maintain S3 Workbook.	2-XI-B-1
071-11B-8111	Prepare/Update Enemy/Friendly Situation Map.	2-XI-B-2
071-11B-8112	Prepare Situation Report (SITREP).	2-XI-B-3
071-11B-8113	Prepare Unit Readiness Report (DA Form 2715).	2-XI-B-4

TACTICAL MARCH PLANNING

071-11B-8175	Prepare Road Movement Graph.	2-XI-C-1

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071-11B-8176	Prepare Road Movement Table (Annex to O-PORD).	2-XI-C-2
071-11B-8177	Extract Information from Route Reconnaissance Report.	2-XI-C-3
071-11B-8178	Prepare Route Overlay/Strip Map (Annex to Unit March Order).	2-XI-C-4

TACTICAL AIR SUPPORT PLANNING

071-11B-8140	Prepare Air Movement Plan.	2-XI-D-1
071-11B-8130	Plan/Request Preplanned Close Air Support.	2-XI-D-2
071-11B-8131	Relay Request for Immediate Close Air Support.	2-XI-D-3

INTELLIGENCE DUTY POSITIONS

ORDERS AND PLANS

071-11B-5420	Prepare Intelligence Portion of Operation Order.	2-XII-A-1
071-11B-5421	Prepare Intelligence Annex to Operation Order.	2-XII-A-2
071-11B-5423	Prepare Overlays in Support of Intelligence Portion of OPORD.	2-XII-A-3

REPORTS AND RECORDS

071-11B-5430	Establish and Maintain an Intelligence Workbook.	2-XII-B-1
071-11B-5431	Prepare/Update the S2's Friendly/Enemy Situation Map.	2-XII-B-2
071-11B-5432	Prepare/Update Intelligence Work Map.	2-XII-B-3
071-11B-5433	Prepare/Submit Standard Shelling, Mortaring, and Bombing Report.	2-XII-B-4
071-11B-0182	Receive, Interpret, and Pass On NBC 1 Report.	2-XII-B-5
071-11B-0183	Prepare a Simplified Fallout Prediction.	2-XII-B-6
071-11B-0184	Prepare a Detailed Fallout Prediction Using NBC 3 Report.	2-XII-B-7
071-11B-0185	Receive and Forward NBC 4 Report.	2-XII-B-8

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071-11B-0186	Receive/Post/Disseminate NBC 5 Report.	2-XII-B-9
071-11B-5450	Prepare Intelligence Summary (INTSUM).	2-XII-B-10

INTELLIGENCE COLLECTION PLANNING

071-11B-5451	Extract and Use Intelligence Data from the Intelligence Estimate.	2-XII-C-1
071-11B-5470	Prepare Intelligence Collection Plan.	2-XII-C-2
071-11B-5471	Prepare Ground Surveillance Radar Plan.	2-XII-C-3
071-11B-5472	Prepare Patrol Plan.	2-XII-C-4
071-11B-5473	Debrief Patrol.	2-XII-C-5
071-11B-8132	Request Preplanned/Immediate Tactical Air Reconnaissance.	2-XII-C-6
071-11B-5474	Maintain Unit Required Level of Topographic (1:50,000/1:25,000) Maps.	2-XII-C-7

PHYSICAL AND DOCUMENT SECURITY

071-11B-5415	Inspect Unit's Documents/Classified Material Protection Effort.	2-XII-D-1
071-11B-5416	Evaluate Unit Counterintelligence Effort.	2-XII-D-2

PERSONNEL SECURITY CLEARANCES

071-11B-5480	Prepare A National Agency Check Request.	2-XII-E-1
071-11B-5481	Prepare Request for Personnel Security Investigation (DA Form 1879).	2-XII-E-2

TACTICAL OPERATIONS CENTER (TOC) FUNCTIONS (Common to Operation and Intelligence Duty Positions.)

COMMON TASKS FOR S2/S3

071-11B-8101	Monitor Operations/Movements of Subordinate Units.	2-XIII-A-1
071-11B-8102	Prepare/Post Daily Staff Journal.	2-XIII-A-2
071-11B-8150	Supervise Establishment/Displacement of Tactical Operations Center (TOC).	2-XIII-A-3
071-11B-8408	Prepare Joint Message Form (DD Form 173).	2-XIII-A-4

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CHAPTER 2

SENIOR INFANTRY SERGEANT

SECTION IX

MANAGEMENT

TRAINING AND EVALUATION OUTLINES

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW CORRESPONDENCE.

EVALUATION

CONDITION:

Given the requirement to review military or nonmilitary letters, indorsements to letters, and disposition forms or comments to disposition forms, and a copy of AR 340-15.

STANDARD:

The correspondence will be reviewed in accordance with the training sections of this manual for:

1. Purpose and format.
2. Logical organization, accuracy, and clarity.
3. Grammatical correctness.

TRAINING

1. As a first sergeant, operations sergeant, or intelligence sergeant, you must understand how to prepare and review correspondence. The Consolidation of Administration at Battalion Level (CABL) has created a Personnel Administration Center (PAC) to handle typing and most administrative chores and a number of preprinted forms to eliminate or drastically reduce correspondence requirements. You must still be capable of preparing drafts and reviewing the final product of the military correspondence required in your respective duty position.

2. The requirement to prepare military correspondence will be based on your commander's or supervisor's desires, your own demonstrated ability, the time available, and the amount of work to be done. Almost invariably,

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you will be required to review each piece of correspondence for correctness and accuracy prior to signing it or obtaining your commander's or supervisor's signature.

3. Reviewing correspondence requires that you insure that:

a. The purpose and format are correct.

b. The content is logically organized, accurate, and clearly expressed.

c. The content is expressed in terms which are grammatically correct.

4. The requirements for reviewing correspondence are basically the same as for preparing correspondence. The other tasks listed in the correspondence management section deal with the principal forms of military correspondence. You must remember that while these tasks deal primarily with formats, the most important single element in preparing a piece of correspondence is clear and accurate expression of thought. This is discussed briefly in the task, **Prepare a Draft of a Military Letter,** but it is essentially a communication skill which you must acquire yourself through practice and individual study.

5. A technique for reviewing formal correspondence is to read the material three times. Read it briefly in its entirety to get an overall sense of what is happening; i.e., in general terms, does it make sense? Read it a second time more thoroughly for specific organization and format. Read it a third time, checking for typographical and grammatical errors. The search for typographical errors may be facilitated by reading the material backward. This breaks the very human tendency to read the material not as it is, but as you know it should be.

TASK NUMBER: 071-11B-8401

REFERENCE:

AR 340-15, Preparing Correspondence

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE A DRAFT OF A MILITARY LETTER.

EVALUATION

CONDITIONS:

Given a copy of AR 340-15, a subject, an address, the necessary facts, and a designated completion time.

STANDARD:

Within the allocated time:

1. The purpose and format will be correct in accordance with chapter 6, figures 6-2 through 6-12, AR 340-15.

2. The content will be organized logically enough and expressed clearly enough to satisfy your commander or supervisor.

3. The contents will be grammatically correct in accordance with chapter 7, AR 340-15.

TRAINING

1. The **military letter** is a functional modification of the civilian business letter. The military letter is used for regular **military** correspondence between **units or activities** and for official correspondence between **individuals.** It is not used in writing to civilian organizations.

2. In the business of operating a military unit, the ability to **write effectively** is critical. Writing effectively means communicating your intent to the reader. Effective writing requires **logical organization, clear expression** of ideas, and **accuracy.**

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3. **Logical organization** and **clear expression** go hand in hand. Success or failure in achieving them depends largely on the understanding of the reader. These subjects are largely outside the scope of this manual, but they are skills which can be learned through practice. The basic principle of writing is **unity of purpose.** The letter should focus on a single idea that is supported by subordinate ideas. These ideas should have **coherence.** In other words, the ideas should flow together in a way that makes sense. A good outline is a great aid to insuring coherence. Clarity is further improved by **brevity** of expression. Good military writing is brief. Eliminate unnecessary words, phrases, and thoughts by selecting short, exact words. Brevity must not sacrifice clarity and thoroughness however.

4. **Accurate** writing has at least three aspects: The **facts** must be correct; the **grammar** must be correct; and the **format** must be correct. Determining factual accuracy depends on your knowledge of the situation. Grammatical accuracy is necessary to clear communication but is not within the scope of the Soldiers' Manual. Chapter 7, AR 340-15 is the basic reference on grammar. There are many civilian writing texts which can help you if you are weak in this area. Accuracy in **format** is the primary form of accuracy which we will deal with here.

5. Format is not only the physical layout of the written material, it is also part of the meaning of the letter. The format is designed to present your thoughts logically and clearly. The **heading, body,** and **closing** of a military letter are functional. The **heading** identifies the orginating organization, dates the content, identifies the addressee, and states the subject. The **body** presents the message itself. The **closing** cites the authority, lists inclosures, and includes the signature and title of the sender. Figure 1 shows an example of a military letter.

6. The standard format is called the **modified block style.** Figure 1 shows and explains the format of the military letter. AR 340-15 (figures 6-2 through 6-12) is your basic reference for preparing the military letter and contains in-depth explanations of all the fine points.

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DEPARTMENT OF THE ARMY
UNITED STATES ARMY INFANTRY SCHOOL
FORT BENNING, GEORGIA 31905

IN REPLY REFER TO

S-17 Sep 1976

AMC-XYZ

22 August 1976

(1 Space)

SUBJECT: Military Letter in Modified Block Style Format

(3 Spaces)

Commander
Fifth United States Army
Fort Sam Houston, Texas 78234

(4 Spaces)

1. This is an example of a military letter using the modified block style format.

(1") (1")

a. The OFFICE SYMBOL is typed at the left margin four lines below the last line of the letter head.

b. The SUBJECT of the letter is typed two lines below the office symbol. There is no "TO" in the address block.

c. The first paragraph of the TEXT begins at the left margin on the fifth line below the address block. SUBPARAGRAPHS are indented four spaces from the left margin to facilitate recognition.

2. When used, the AUTHORITY LINE is typed at the left margin on the second line below the last line of the text.

3. INCLOSURES are identified at the left margin on the same line as the typed name of the signing official.

(1 Space)

FOR THE COMMANDER:

(4 Spaces)

2 Incl
1. AR 340-15
2. Ltr OTSG 11 Aug XX

TANGO FOXTROT
Colonel, AGC
Chief, Manpower Division

(In all correspondence, leave 1-1/4" of space between the last line of writing and the bottom of the page.)

Figure 1.

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7. Some specific points which you should know are:

a. The **letterhead** is normally limited to three lines. The letterhead identifies the organization originating the letter and the mailing address. Insure that you include the zip code.

b. **Suspense dates** may be imposed as in figure 1 when a reply is **required** by a certain date. Use a suspense date **only** when a specific reason exists and when you have the **authority** to impose a suspense on the addressee.

c. The **office symbol** identifies your organization as the originator of the letter.

d. Remember that the **date** is the day that the letter is **signed.** The date that the letter is written may be different and is not used.

e. Type the word SUBJECT in capital letters. The subject is stated using title caps for the first letters. The subject should be stated briefly in ten words or less. It is a filing aid and a quick reference.

f. Address military letters to the commander or head of the organization addressed. Some useful variations of the address are shown in figures 2 and 3.

g. The **body** of the letter should be as brief as possible without violating clarity and accuracy. If a letter has **only one paragraph,** the paragraph is not numbered. Paragraphing format as explained here and in figure 1 is valid for all military correspondence unless a specific change is required.

h. The **authority line** (FOR THE COMMANDER) is used when the **signature block** is other than that of the commander, but the letter expresses the will of the commander. When the commander signs his correspondence, do **not** use the authority line.

i. Note that the **signature block,** is a 3-line format. The name, rank, and branch are typed in all caps, but the title has only the first letter capitalized. When the commander signs his correspondence, his title is "Commanding." This indicates that he commands the organization shown in the letter-head.

j. Always state the number of **inclosures.** When the inclosures are **not fully identified** in the body of the letter, describe them briefly as in figure 1. If the inclosures are fully identified, use the symbol "as" to indicate "as stated."

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CIRCLED NUMBERS: See para 6-1.

ADDRESS: Begin at left margin. Type entire address of each addressee on a single line, if possible. Mark the copy for each addressee with a check mark. See para 3-12, AR 340-15.

SUBJECT: Military Letter Showing More than One but Less than Six Addressees

3

Commander, First US Army, ATTN: XYM-AB, Fort George G. Meade, MD 20755
Commander, Seneca Army Depot, Romulus, NY 14541
Commander, Cameron Station, Alexandria, VA 22313

4

1. When the same letter is intended for several addressees, prepare a copy for each addressee. See also paragraphs 3-2 and 3-12.

⚙ MILITARY LETTER WITH MULTIPLE ADDRESSEES

ADDRESS: Begin the words "SEE DISTRIBUTION" at left margin.

DISTRIBUTION: Begin the word "DISTRIBUTION" at left margin on the 2d line below the signature block or list of inclosures. Type addressees in block form as shown. Make sure that copies are clearly legible. See para 3-2 and 3-12, AR 340-15. For long lists type in two columns or use reverse side indicating that the distribution list is continued on the reverse.

MARKING. Indicate the copy for each address with a check mark.

SUBJECT: Military Letter with More than Five Addressees

3

SEE DISTRIBUTION

4

1. When there are more than five addressees, type the words "SEE DISTRIBUTION" as shown here. Two lines below the last line of the body of the letter (i.e. signature block or list of inclosures) type the word "DISTRIBUTION" and block the addressees as shown here. See also paragraphs 3-2 and 3-12.

2. Follow normal paragraph numbering and other instructions which apply to the preparation of a military letter.

BY ORDER OF THE SECRETARY OF THE ARMY:

ALFRED M. FRIEND
Major General, USA
The Adjutant General

1

DISTRIBUTION:

SECRETARY OF THE ARMY	COMMANDERS IN CHIEF
HQDA (DAAR-ZA)	US ARMY EUROPE AND SEVENTH ARMY
HQDA (DACA-ZC)	US ARMY PACIFIC
HQDA (DACH-ZA)	COMMANDERS
HQDA (DACS-ZX)	US ARMY MATERIEL COMMAND
HQDA (DAEN-ZB)	US ARMY ALASKA
HQDA (DAFD-ZB)	SUPERINTENDENT US MILITARY ACADEMY

⚙ MILITARY LETTER WITH MANY ADDRESSEES

ADDRESS: Begin at left margin. Type entire address of each addressee on a single line, if possible. See para 3-13, AR 340-15.

Type "IN TURN" at left margin on first line below the last addressee.

SUBJECT: Military Letter Showing Addressees "IN TURN"

3

Commander, Rock Island Arsenal, Rock Island, IL 61200
Commander, Scranton Army Ammunition Plant, 136 Cedar Avenue, Scranton, PA 18501
Commander, Detroit Arsenal, Warren, MI 48089
IN TURN

4

1. When a military letter is routed to several addressees, prepare a tissue copy for each addressee. See also paragraph 3-2.

⚙ MILITARY LETTER ADDRESSED "IN TURN"

Figure 2.

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THRU ADDRESS: Type "THRU" at left margin on the 4th line below the subject. Block address opposite word "THRU" beginning under first letter of subject phrase. See para 3-14, AR 340-15.

TO ADDRESS: Type "TO" at left margin on the 4th line below last line of the "THRU" address. Block address opposite word "TO" beginning under first letter of subject phrase. See para 3-9 and 3-10, AR 340-15.

SUBJECT: Military Letter Showing "THRU" Addressee(s)

3

THRU: Commander
Brooks Army Medical Center
Fort Sam Houston, TX 78234

3

Commander
US Army Munitions Command
ATTN: DEFGH-JKL
Dover, NY 07801

3

TO: Commander
Tarheel Army Missile Plant
204 Graham-Hopsdale Road
Burlington, NC 27215

4

1. When a military letter is routed "THRU" an intermediate addressee(s), prepare an extra copy (tissue) for each "THRU" addressee. For additional instructions see paragraph 3-2.

⚙ MILITARY LETTER ROUTED "THRU" AN INTERMEDIATE ADDRESSEE(S)

FIRST PARAGRAPH: Begin on 5th line below last line of the "TO" address at left margin. See para 3-20, AR 340-15.

SUBJECT: Military Letter Showing Several "THRU" Addressees

3

THRU: Commander, Brooks Army Medical Center, Fort Sam Houston, Texas 78234
Commander, US Army Munitions Command, ATTN: DEFGH-JKL, Dover, New Jersey 07801
Commander, 8th Infantry Division, ATTN: Chief, Pay Section, Fort Carson, Colorado 80913

1

TO: Commander, Fort Wolters, ATTN: CLM-JB, Mineral Wells, Texas 76067

4

1. When a military letter is routed "THRU" several addressees, this format may be used to save vertical space.

⚙ MILITARY LETTER ROUTED "THRU" SEVERAL INTERMEDIATE ADDRESSEES

Figure 3.

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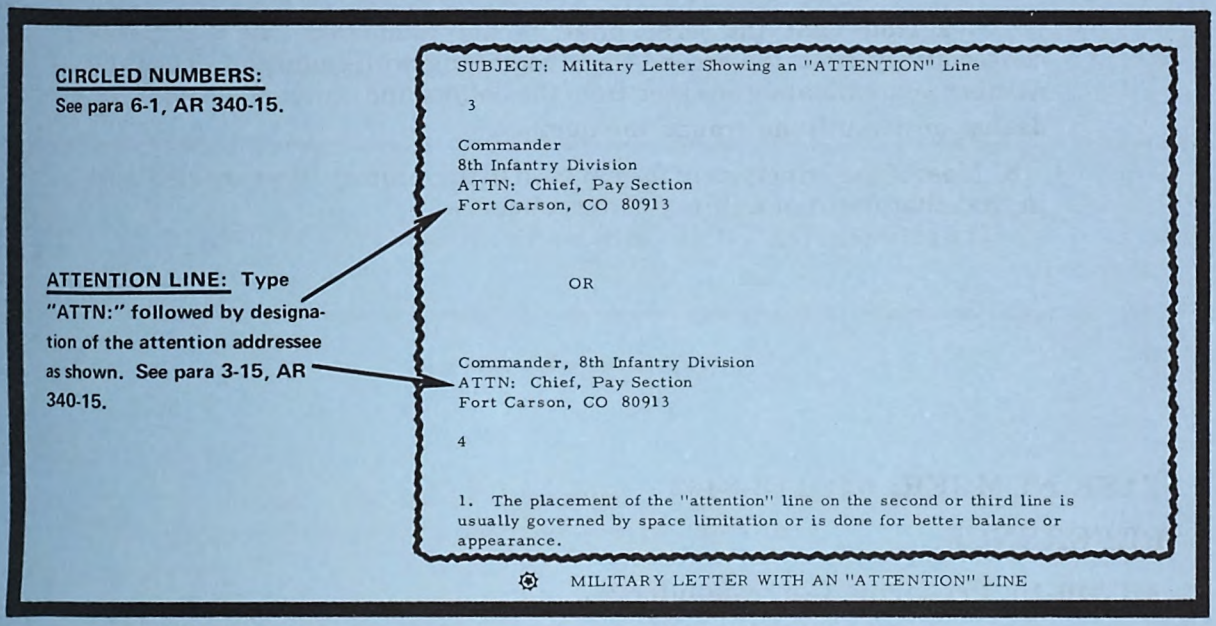
CIRCLED NUMBERS:
See para 6-1, AR 340-15.
ATTENTION LINE: Type "ATTN:" followed by designation of the attention addressee as shown. See para 3-15, AR 340-15.
SUBJECT: Military Letter Showing an "ATTENTION" Line
3
Commander
8th Infantry Division
ATTN: Chief, Pay Section
Fort Carson, CO 80913
OR
Commander, 8th Infantry Division
ATTN: Chief, Pay Section
Fort Carson, CO 80913
4
1. The placement of the "attention" line on the second or third line is usually governed by space limitation or is done for better balance or appearance.

MILITARY LETTER WITH AN "ATTENTION" LINE

k. When a military letter must be continued on a second page, use plain white bond paper and the format in figure 4. This is the format for the second and all following pages.

AQM-XYZ 2 September 1974
SUBJECT: Continuation of a Military Letter

5. This is an example of a continuation sheet of a military letter using the modified block style format.

6. The OFFICE SYMBOL is typed at the left margin on the eighth line from the top edge of the paper. The DATE is typed or stamped on the same line as the office symbol so that it ends about at the right margin.

7. The SUBJECT of the letter is typed at the left margin one line below the office symbol.

8. The TEXT of the first paragraph begins two lines below the subject phrase at the left margin. The PAGE NUMBER is placed in the center about one inch above the bottom edge of the page.

BY ORDER OF THE SECRETARY OF THE ARMY:

Adjutant General

Figure 4.

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l. Note that the **first page** is not numbered. Number pages consecutively from the second page beginning with number 2. Type the number approximately one inch from the bottom and centered. Do **not** use dashes or parenthesis around the number.

8. Most of the principles of format used in the military letter are also used in the other forms of military correspondence.

TASK NUMBER: 071-11B-8402

REFERENCE:

AR 340-15, Preparing Correspondence

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE A DRAFT INDORSEMENT TO MILITARY LETTERS.

EVALUATION

CONDITIONS:

Given a copy of AR 340-15, a basic letter with a requirement to respond, the necessary facts, and a designated completion time.

STANDARD:

Within the allocated time:

1. The purpose and format will be correct in accordance with chapter 6, figures 6-13 through 6-19, AR 340-15.

2. The content will be organized logically enough and expressed clearly enough to satisfy your commander or supervisor.

3. The contents will be grammatically correct in accordance with chapter 7, AR 340-15.

TRAINING

1. Military letters are **answered** or **forwarded by indorsement.** An indorsement becomes part of the basic letter. Thus, a letter and any number of indorsements become a single, self-contained set of documents. The advantage is that at any point in the process of answering or forwarding the basic letter, you have a continuous strand of related information at one time and place.

2. Since the indorsement is used instead of a separate letter, you might expect the formats to be similar. In fact, the only difference between writing a letter and writing an indorsement is in preparing the heading. Figure 1 illustrates a military letter with a first indorsement written on the same page. Prepare an indorsement on the same page as the basic letter or a preceding indorsement **only** when there is enough room to type the entire indorsement.

a. An indorsement does not use a letterhead. The first line of the indorsement is the file symbol of the organization preparing the indorsement. The file symbol is followed by the date of the basic letter in parenthesis and the number of the indorsement. Indorsements are numbered consecutively beginning with the first indorsement to the basic letter.

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DEPARTMENT OF THE ARMY
Headquarters, 2d Battalion, 70th Infantry
Fort Benning, Georgia 31905

AFVE-7-CDR 3 July 1976

SUBJECT: Best Squad on ORTT

THRU: Commander
Company A, 2d Battalion, 70th Infantry
Fort Benning, Georgia 31905

TO: SSG Mike S. Foxtrot
Company A, 3d Battalion, 70th Infantry
Fort Benning, Georgia 31905

1. It is with considerable pride that I commend you and the members of your squad for an exemplary performance on the Squad ORTT. Of the 18 squads taking the test, yours scored the highest on each phase.

2. Your demonstrable excellence reflects the hard work and professionalism that goes into the making of a good rifle squad. Please pass my compliments to each member of the squad.

3. A copy of this letter will be placed in your personnel file.

SIERRA O. GOLF
LTC, IN
Commanding

AFVE-7-A (3 July 76) 1st Ind

DA, Co A, 2d Bn, 70th Inf, Fort Benning, GA 31905 5 July 1976

TO: SSG Mike S. Foxtrot, Co A, 2d Bn, 70th Inf, Fort Benning, GA 31905

I am proud to indorse the battalion commander's commendations.

CHARLIE C. CHARLES
CPT, IN
Commanding

Figure 1.

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AFAA-70 (3 Aug 76) 1st Ind
SUBJECT: Staff Assistance Visit

DA, HQ, 2d Bn, 70th Inf, Fort Benning, GA 31905 10 Aug 76

TO: Commander, 190th Light Infantry Brigade (Separate), Fort Benning, Georgia 31905

1. Deficiencies determined during the staff assistance visit on 27 July have been noted and corrected.

2. List of specific deficiencies and related corrective action are attached.

FOR THE COMMANDER:

3 Incl
1. Maintenance
2. Training
3. Security

CHARLIE C. SIERRA
CPT, IN
Adjutant

Figure 2.

b. **Note** that an **indorsement** written on the same page as the basic letter or on the **same page** as another indorsement does **not** need a **SUBJECT line.**

c. The next line of an indorsement written on the same page as a basic letter is the **preparing agency's identification line.** This line serves the purpose of a letterhead. It is written in a line format using authorized abbreviations.

d. The **address line** contains the address of the agency to which the indorsement is being sent. A direct reply is addressed to the originator. A forwarding indorsement is addressed to the next recipient.

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3. When an indorsement **cannot be completely typed** on the **same page** as the basic letter or a preceding comment, begin the indorsement on a **separate page.** Figure 2 shows an indorsement prepared on a separate page. When an indorsement begins on a separate page, the only difference is that a **SUBJECT LINE** must be used.

4. When an indorsement must be continued on a separate page, use the format as shown in figure 3 to facilitate reference.

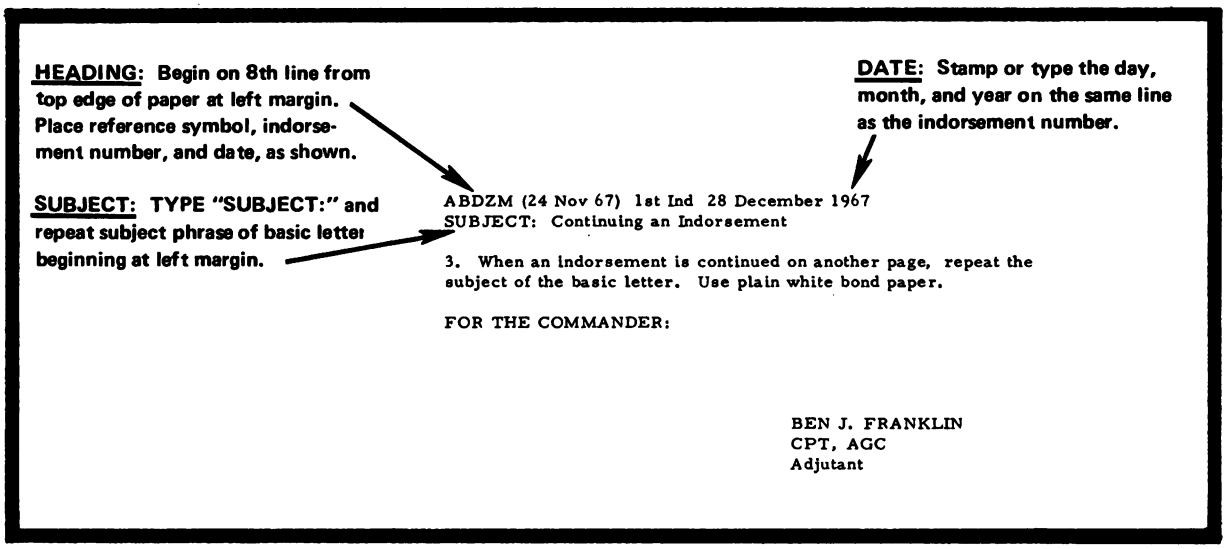
HEADING: Begin on 8th line from top edge of paper at left margin. Place reference symbol, indorsement number, and date, as shown.
DATE: Stamp or type the day, month, and year on the same line as the indorsement number.
SUBJECT: TYPE "SUBJECT:" and repeat subject phrase of basic letter beginning at left margin.
ABDZM (24 Nov 67) 1st Ind 28 December 1967
SUBJECT: Continuing an Indorsement
3. When an indorsement is continued on another page, repeat the subject of the basic letter. Use plain white bond paper.
FOR THE COMMANDER:
BEN J. FRANKLIN
CPT, AGC
Adjutant

Figure 3.

5. Variants of the indorsement are the rubber stamp and initialed indorsement (AR 340-15, figures 6-18 and 6-19). These indorsements are used at higher headquarters to transmit routine actions. Should you need to use these techniques, go to AR 340-15.

6. All other techniques of preparing an indorsement are the same used in preparing the military letter.

TASK NUMBER: 071-11B-8403

REFERENCE:

AR 340-15, Preparing Correspondence

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE A DRAFT OF A DISPOSITION FORM (DA FORM 2496).

EVALUATION

CONDITIONS:

Given a copy of AR 340-15, a subject, an address, the necessary facts, and a designated completion time.

STANDARDS:

Within the allocated time:

1. The purpose and format will be correct in accordance with chapter 6, figures 6-28, 6-29, and 6-36 of AR 340-15.

2. The content will be organized logically enough and expressed clearly enough to satisfy your supervisor or commander.

3. The contents will be grammatically correct in accordance with chapter 7 of AR 340-15.

TRAINING

1. Use and preparation of a Disposition Form (DF).

a. The format of the basic Disposition Form is illustrated and explained in figure 1.

b. The purposes of a DF –

(1) The Disposition Form is the workhorse of the Army correspondence system. It is used for correspondence between elements of an organization. The DF can be overprinted with data that makes preparing routine recurring correspondence easier.

(2) The Disposition Form is basically an action paper. It is used to originate action, to obtain comments, coordination, or other action as a basic paper when the comments or action should not be made part of the basic paper.

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2. Understanding the purpose and knowing the format of the Disposition Form is only the minimum basic skill required to effectively use the Disposition Form. To communicate effectively, the content to be expressed within the format must be reduced to the essential information. This information must be logically organized. The thoughts must be expressed in clear and concise terms. To write your thoughts clearly, you must insure that they are grammmatically correct. These skills are difficult to test objectively. They may be learned and maintained only through intensive effort over a long time. Such communicative and organizational skills may be learned on an individual basis through individual study of writing manuals, correspondence courses, or resident instruction in composition. Teaching these skills is not within the scope of the Soldier's Manual.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office. (G) S: 3 Mar

REFERENCE OR OFFICE SYMBOL	SUBJECT
AT7B-AG (A)	Preparation of a Disposition Form (B)

TO DPCA (C) FROM AC (D) (E) DATE 17 FEB [illegible] CMT 1 (F)
CPT Whisky/sdc/5-4301 (H)

1. The margins for the Disposition Form are governed by the printed lines of the form.

2. Completing the heading of the Disposition Form:

a. REFERENCE OR OFFICE SYMBOL: Type office symbol flush with the left margin.

b. SUBJECT: Begin the subject at the left margin of the subject block.

c. ADDRESS: Leave two spaces after the printed word TO and type official designation of addressee. Use authorized abbreviations and office symbols unless confusion would result from the abbreviation.

d. RETURN ADDRESS: Leave two spaces after printed word FROM and type designation of originating official. Use abbreviations unless confusion would result from the abbreviation.

e. DATE: Leave two spaces after printed word DATE and type current date.

f. CMT 1: Comment 1 is the basic communication. Each statement added to the Disposition Form is called a comment and must be numbered consecutively.

g. SUSPENSE DATE: No space has been provided for a suspense date. Therefore, if a suspense date to the Disposition Form is necessary it will be typed in the same block with the title of the form so as to end at the right margin.

h. WRITER IDENTIFICATION: If used, writer identification is typed on the next line below the current date to end at the right margin.

3. The body and close of the Disposition Form are prepared in the same manner as the military letter.

4. Only one side of the Disposition Form will be used. If additional space is required, plain white bond paper is used for second and subsequent pages.

2 Incl
1. AR 340-15
2. Sample DF

ALPHA T. LIMA
COL, AGC
Adjutant General

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

☆ U.S. GPO: 1974-656-130/9666

Figure 1.

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3. The time frame required to write an effective Disposition Form depends on the suspenses imposed by higher headquarters, by your supervisor or leader, or on the time allocated by yourself in establishing priorities of work. The complexity of the subject will affect the time required to produce an effective Disposition Form. Many Disposition Forms with subjects of a routine nature may be reduced to a matter of Standard Operating Procedure by maintaining a simple format file.

4. Some common variations of the Disposition Form format with which you should be familiar are as follows:

a. Multiple Addresses (figure 2):

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office.

REFERENCE OR OFFICE SYMBOL	SUBJECT
ATZB-AG	Disposition Form Showing Several Addressees

TO DIO
DFAE
DPCA
DPT

FROM AG

DATE 23 Jun 76

CMT 1
CPT Whiskey/sc/5-4122

1. When a Disposition Form is intended for several addressees, prepare a copy for each addressee.

2. When the Disposition Form is addressed to six or more addressees type the words "SEE DISTRIBUTION" two spaces after the printed word TO and at the left margin on the second line below the last line of the close type the word DISTRIBUTION and list addressees.

FOR THE COMMANDER:

Alpha J. Lima

1 Incl
Sample DF

ALPHA J. LIMA
COL, AGC
Adjutant General

DISPOSITION FORM SHOWING MULTIPLE ADDRESSEES

Figure 2

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

☆ U.S. GPO: 1974-888-130/8888

Figure 2.

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b. "IN TURN" Addressees: When a Disposition Form is to be sent to multiple addressees and it is desirable that the correspondence be routed to the addressees in a particular order, the addressees will be followed by the words "IN TURN" as in Figure 3.

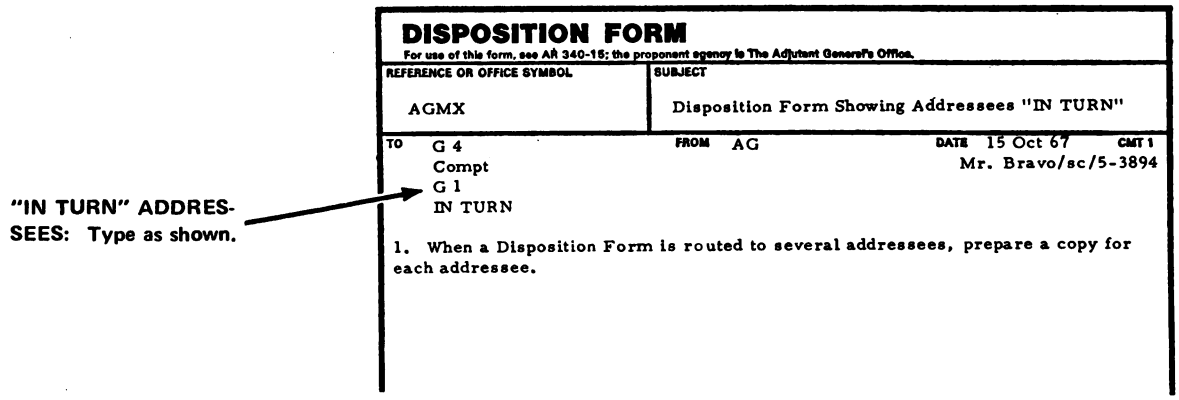
"IN TURN" ADDRESSEES: Type as shown.
DISPOSITION FORM
For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office.
REFERENCE OR OFFICE SYMBOL
AGMX
SUBJECT
Disposition Form Showing Addressees "IN TURN"
TO G 4
Compt
G 1
IN TURN
FROM AG
DATE 15 Oct 67
CMT 1
Mr. Bravo/sc/5-3894
1. When a Disposition Form is routed to several addressees, prepare a copy for each addressee.

Figure 3.

c. "THRU" addressee(s):

(1) When a Disposition Form is to be routed through an intermediate addressee(s), delete the word "TO" and type word "THRU" followed by the addressee(s). Leave one space after the "THRU" addressee(s) and type the word "TO" flush with the left margin followed by the addressee(s). See Figure 4.

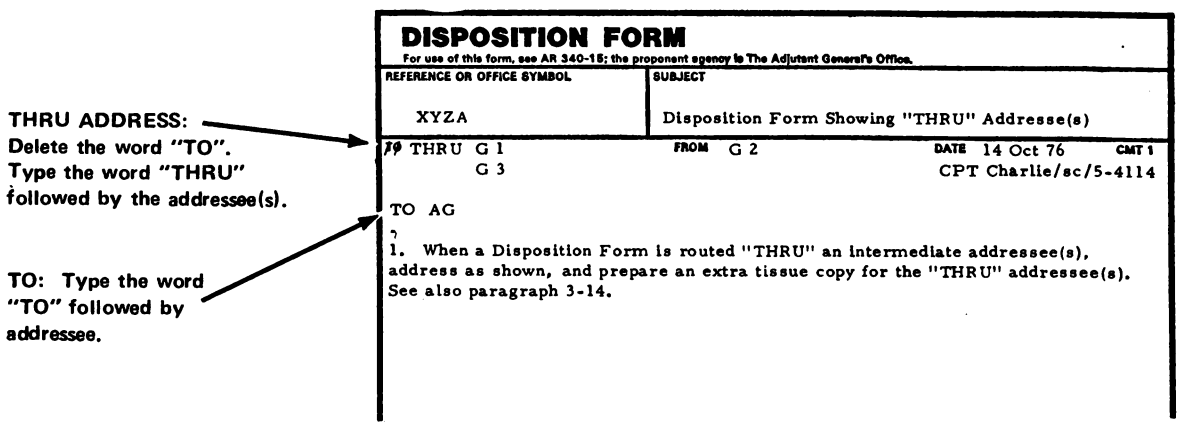
THRU ADDRESS: Delete the word "TO". Type the word "THRU" followed by the addressee(s).
TO: Type the word "TO" followed by addressee.
DISPOSITION FORM
For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office.
REFERENCE OR OFFICE SYMBOL
XYZA
SUBJECT
Disposition Form Showing "THRU" Addresse(s)
TO THRU G 1
G 3
TO AG
FROM G 2
DATE 14 Oct 76
CMT 1
CPT Charlie/sc/5-4114
1. When a Disposition Form is routed "THRU" an intermediate addressee(s), address as shown, and prepare an extra tissue copy for the "THRU" addressee(s). See also paragraph 3-14.

Figure 4.

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(2) Prepare an extra white manifold copy for each "THRU" addressee.

d. Attention Line: When it is desirable to address a Disposition Form to the attention of a specific organization or individual, the Attention Line is used as shown in figure 5. Do not address a Disposition Form to the attention of an individual by name unless a special reason exists for doing so.

ATTENTION LINE: Type "ATTN:" followed by the addressee on the first line under the "TO" addressee.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office.

REFERENCE OR OFFICE SYMBOL	SUBJECT
AGPZ	Disposition Form Showing an "ATTENTION" Line

TO Chief, Funds Div, TAGO
ATTN: Chief, Pay Br

FROM Chief, Data Div, TAGO DATE 14 Oct 67 CMT 1
ISG Delta/sc/4456

1. Use this format when addressing a Disposition Form to the attention of a specific organization. Do not address a Disposition Form to the attention of an individual by name unless a special reason exists.

Figure 5.

TASK NUMBER: 071-11B-8404

REFERENCE:

AR 340-15, Preparing Correspondence

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TASK

PREPARE A DRAFT OF COMMENTS TO DISPOSITION FORM (DA FORM 2496).

EVALUATION

CONDITION:

Given a basic disposition form (with or without subsequent comments) that requires a written response and a copy of AR 340-15.

STANDARD:

1. Prepare the purpose and format of your comment in accordance with AR 340-15, chapter 6, figures 6-30 and 6-32.

2. Organize the content logically enough and express it clearly enough to satisfy your supervisor or commander.

3. Insure that content is grammatically correct in accordance with AR 340-15, chapter 7.

TRAINING

1. You must be able to write a correct and effective **comment** to a disposition form (DF) as well as the basic DF itself. At company level, you will probably write more comments than DFs since the basic DF is used to originate action or to obtain comments to effect coordination. The comment to a DF is simply the required response to the basic DF.

2. The basic DA Form 2496 is preprinted as "Comment (CMT) 1" to indicate that it is the basic or first piece of correspondence. Each response to that basic message is consecutively numbered beginning with CMT 2.

3. When the entire comment can be typed completely on the same page, it should follow the preceding comment immediately, as in figure 1. The reference symbol of your comment should be flush with the left margin and typed on the third line below the signature block of the preceding comment. If a list of inclosures appears, begin the comment on the third line below the list.

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DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office. S-12 Aug 76

REFERENCE OR OFFICE SYMBOL	SUBJECT
ABCD-1	Adventure Training Demonstration

TO Cdr, Co B FROM Cdr, 2d Bn, 70th Inf DATE 7 Aug 76 CMT 1

1. Reference: Letter, ABCE-3, 190th Lt Inf Bde (Sep), 4 Aug 76, subject: Support of Affiliation Training Program (Incl 1).

2. Submit names of four Ranger-qualified NCOs for rappelling demonstration on 17 Aug 76.

FOR THE COMMANDER:

Charlie S. Foxtrot

1 Incl
as

CHARLIE S. FOXTROT
CPT, IN
Adjutant

ABCD-B (7 Aug 76)

TO Cdr, 2d Bn, 70th Inf FROM Cdr, Co B, 2d Bn 70th Inf DATE 9 Aug 76 CMT 2

Following personnel will conduct rappelling demonstration:

SFC Sierra O. Golf
SGT Alfa B. Sierra
SGT Charlie I. Degolf
SGT Charlie C. November

1 Incl
nc

MIKE S. FOXTROT
CPT, IN
Commanding

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. ☆ U.S. GPO: 1974-559-130/5658

Figure 1.

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4. When the **entire comment** cannot be typed on the same page as the preceding comment, it must begin on a separate page. Second and following pages of a DF should be plain white bond paper. The comment on a separate page is prepared exactly like a comment on the same page as the preceding comment except for one addition. When a comment begins on a separate page, the subject must be stated. The subject will always be the same as the basic DF (CMT 1). The subject is typed on the next line below your office symbol and date. Figure 2 illustrates a comment which begins on a separate page. Remember that the basic DF is CMT 1. The following comments begin with CMT 2 and are numbered in sequence.

5. A suspense date may be written on a comment. It should be typed on the same line as the file symbol. The suspense date should end flush with the right margin.

ABCD-2 (15 Jul 76)
SUBJECT: MTOE 07-016H

TO S1 FROM S3 DATE 5 Aug 76 CMT 2

1. I have reviewed the draft of MTOE 07-016H from the viewpoint of the S3.

2. Conclusions on clerical and logistical personnel and communications equipment are:

a. One additional clerk is essential to the continuous operation of the S3 section. The addition of one clerk will enable the section to maintain radio watch and perform administration on a "shift" basis.

b. Sufficient logistical personnel are provided.

c. Communications equipment is sufficient to support all routine operations.

3. Sufficient personnel and equipment exist for establishing and maintaining an alternate TOC if the policy of designating the combat trains as the alternate TOC is retained.

4. Inclosed is the recommended addition of one clerk.

2 Incl
Added 1 incl
as

MIKE B. WHISKEY, III
MAJ, IN
S3

Figure 2.

TASK NUMBER: 071-11B-8405

REFERENCE:

AR 340-15, Preparing Correspondence

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TASK
PREPARE A DRAFT OF A NONMILITARY LETTER.

EVALUATION

CONDITIONS:

Given a copy of AR 340-15, a subject, an address, the necessary facts, and a designated completion time.

STANDARD:

Within the allocated time:

1. The purpose and format will be correct in accordance with chapter 6, figure 6-20 through 6-23, AR 340-15.

2. The content will be organized logically enough and expressed clearly enough to satisfy your commander or supervisor.

3. The contents will be grammatically correct in accordance with chapter 7, AR 340-15.

TRAINING

1. The nonmilitary letter is used **to correspond** with **civilians, civilian agencies,** and other **government agencies.** A nonmilitary letter would be the appropriate format to write to the next of kin of a deceased soldier or to a civilian business firm concerning an alleged debt incurred by a soldier.

2. The **nonmilitary letter** is prepared in **basically** the **same** manner as the standard **military letter** with the following exceptions:

a. Do **not** use a **subject line.**

b. Use a **saluation** such as "Dear Mrs Echo."

c. Use the **modified block** style and **avoid subparagraphs** if possible.

d. Do **not number paragraphs.** If subparagraphs must be used, then letter them with lower case letters such as a, b, c, d, etc.

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e. **Single space** the text **unless** there is only one paragraph. If there is **only one paragraph** then it will be **double spaced.**

f. Use a **complimentary close** such as "Sincerely, yours."

3. Figure 1 is an example of the nonmilitary letter.

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INFANTRY SCHOOL
FORT BENNING, GEORGIA 31905

IN REPLY REFER TO

ABCD-E-FG

1 October 1976

Mrs. Charlie A. Bravo
1234 Glebe Road
Sleepy Town, Georgia 00001

Dear Mrs. Bravo:

This is an example of a nonmilitary letter using the modified block style. Spacing instructions are found in figures 6-20 through 6-23, AR 340-15. You will see that most of the format is the same as the basic military letter.

Please note there is no subject line, and a salutation is used.

a. The modified block style has been used and the text is single spaced. If there had been only one paragraph then it would have been double spaced.

b. Paragraphs are not numbered but since we could not avoid sub-paragraphs, we have identified them with lower case letters.

Please note the complimentary close below and the use of the standard signature block.

Sincerely yours,

MIKE FOXTROT
Lieutenant Colonel, Infantry
Commander

2 Incl
1. Army Regulation 340-15
2. Local organization Standard Operating Procedure for correspondence

Figure 1.

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4. The nonmilitary letter may be continued on a second page exactly as the military letter except that the addressee's name is substituted for the subject line. Figure 2 shows the continuation of a nonmilitary letter.

ABCD-E-FG 1 October 1976
Mrs. Charlie A. Bravo

This is an example of a continuation of a nonmilitary letter. The text begins two lines below the name of the addressee. Page numbers are centered one inch above the bottom edge. Complimentary close, signature block and inclosures are the same as figure 1.

Figure 2.

TASK NUMBER: 071-11B-8406

REFERENCE:

AR 340-15, Preparing Correspondence

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TASK
REQUEST ORDERS.

EVALUATION

CONDITION:

In a unit operating with a battalion Personnel Administration Center (PAC), given a requirement for individual or unit orders.

STANDARD:

The request is transmitted to the Personnel Administration Center in informal form, without a requirement to maintain a file copy, with sufficient information for battalion to cut orders or prepare and transmit a request for orders.

TRAINING

1. With the creation of the Personnel Administration Center (PAC) at battalion level, the company will no longer cut unit orders or formally submit a request for orders. Requests for necessary orders will be transmitted informally to the PAC in a plain language request. For example, this request may be submitted handwritten on the standard buckslip. Coordination required will be conducted informally and indicated on informal requests only. No files need be retained on these informal requests.

2. The intent of the Consolidation of Administration at Battalion Level (CABL) is for the battalion PAC clerk to receive requests, to verify information, to research records, to coordinate with MILPO as required, to prepare orders in accordance with AR 310-10, and to obtain the signature of the battalion adjutant or assistant adjutant.

3. You must know when orders are required in order to request the PAC to provide them in a timely manner. Some of the reasons for which you might request orders or confirm that the PAC has requested orders are:

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a. Administrative absences.

b. Amendments to orders.

c. Appointment of acting NCOs.

d. Assignments/reassignments.

e. Attachment of individuals or units.

f. Blanket travel orders.

g. Changes of station (temporary or permanent).

h. Dropped from the rolls of the Army.

i. Enlistments/reenlistments (active Army only).

j. Emergency leaves or recall from leave.

k. MOS actions.

l. Parachute duty.

m. Promotions.

n. Retirements.

o. Rescission.

p. Revocations.

q. Temporary duty travel.

4. As a minimum, you should know the information required for the standard name line in requesting individual and unit orders.

a. The standard name line for officers, warrant officers, and enlisted personnel requires:

(1) Last name, first name, middle initial.

(2) Social Security number.

(3) Current grade.

(4) Unit of assignment, including the six-position alphanumeric unit identification code (UIC), and the station of assignment.

b. The standard name line for unit orders requires:

(1) Name of organization or unit.

(2) Command of assignment.

(3) Unit identification code.

(4) Station and location of assignment.

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5. DA Form 2446 (Request for Orders) will be prepared and forwarded by the PAC to request all orders except TDY orders. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is used to publish TDY orders. This form may be filled out by the individual and typed at the PAC.

6. AR 310-10, Military Orders, is the basic reference for preparing and issuing orders. Should you need further assistance, contact the PAC clerk. He has access to this AR in the battalion regulation library.

TASK NUMBER: 071-11B-8407

REFERENCE:

AR 310-10, Orders

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW ENLISTED EFFICIENCY AND SENIOR ENLISTED EFFICIENCY REPORTS (DA FORMS 2166-5 and 2166-5A).

EVALUATION

CONDITIONS:

Given a completed EER or SEER, DA Pamphlet 623-1, and AR 600-200.

STANDARDS:

The appropriate form must be completed in accordance with DA Pamphlet 623-1, so that as a minimum:

1. The correct form is used to evaluate the individual within the appropriate rated period.

2. Personal data are correct.

3. The form is accurately and neatly marked with a number 2 pencil and the appropriate black ink entries are made.

4. Numerical evaluations of the individual are consistent with narrative comments.

5. The rater and indorser are the individuals identified by a published rating scheme.

6. High or low ratings are justified.

7. In the case of an adverse report insure that the indorser counsels the soldier and advises him of his right to appeal and where he can obtain information on appeals.

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TRAINING

1. The EER and SEER are a permanent part of the soldier's official military personnel file. Efficiency reports are designed to evaluate a soldier's performance and his potential for advancement. They serve to help manage his career and also indicate how the soldier stacks up with his peers. These uses make the efficiency report an important document both to the individual and to the Army. As a result, it is critical that, above all, efficiency reports be fair, accurate, objective, and free from outside influence.

2. In the Skill Level 3 Soldier's Manual the task of preparing the rater's section of the EER is explained. In Skill Level 4 the tasks of preparing the indorser's section of the EER and preparing the rater's section of the SEER are added. As a first sergeant and the senior enlisted soldier of the company, you may well be expected by the company commander to review all EERs and SEERs that leave the company either before or after his signature. You will review each report in the sense of checking for correctness, completeness, and format, and as a double check to insure that the report is a fair and accurate evaluation of the soldier. Your experience and knowledge of the soldiers in the company will be invaluable tools.

3. Before you begin to review a report, you should double check to see that each rater and indorser had a copy of DA Pam 623-1 prior to preparing his report. Further, you must insure that each soldier is rated and indorsed by the correct individuals from a current published and posted rating scheme. You should know that DA Pam 623-1 and AR 600-200, chapter 8, are the basic references for efficiency reports.

4. You are aware that the **EER** is used to evaluate soldiers in grades E5 and below. The **SEER** is used to evaluate grades E6 through E9. You should know the closing dates for the required annual reports and insure that these suspenses are met. Annual reports are due as follows:

Report	Closing Date
E4 and Below	31 Aug
E5	30 Nov
E6	31 Jan
E7	31 Mar
E8 and E9	31 May

Annual reports are not required on these closing dates if a **special** or **change of rater** report has been submitted on the soldier within **60** calendar days for an E5 and below or **90** calendar days for an E6 and above. Additionally, remember that raters and indorsers must be in the **direct line** of supervision for a **minimum of 60 days for the EER and 90 days for the SEER. Raters** must be at least an E6, and must be at least **one pay grade higher** than the rated soldier. Indorsers must be **senior to the rater** by either pay grade or date of rank.

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5. You should be aware that efficiency reports prepared as a result of a **change of rater** have a closing date as of the last day of the month in which the change of rater occurs. Remember that raters or indorsers who have been relieved for misconduct or inefficiency may **not** rate soldiers under their command or supervision at the time of relief. The qualifications for a rater and indorser in change of rater reports are the same as for the annual reports.

6. **Special efficiency reports** may be initiated at any time. However, the **rater and indorser** of both the EER and SEER must have been in the direct line of supervision for a minimum of **30 days.** To be a valid special efficiency report, the rated soldier's performance must be **amply justified by the narrative** as being notably outstanding or unsatisfactory. Special reports **must** be filled out when a soldier is **relieved for cause.** In all cases, the formal reviewer of a special report must be a **field grade** officer in the direct line of supervision.

7. A final point of general background in reviewing efficiency reports is that certain material cannot be referenced in the report by rater or indorser. **No reference** can be made to the rated soldier's performance as a member of a court martial board or to his performance in defending an accused soldier. Further, **no reference** can be made to any punitive or administrative action or to any investigation unless that action or investigation has been **completed within the rated period.** Comments will **not be included** in an efficiency report concerning any action in which the rated soldier was found **not guilty** or if action has been set aside **on appeal.**

8. In physically checking the efficiency report form for discrepancies or errors, insure that the personal data section is accurate. The personal data section will be filled out by the military personnel office on initial and annual efficiency reports. This data **may also** be filled out by the military personnel office on a change of rater report. The unit will initiate the form, however, in a **special** report and will probably initiate it on a change of rater report. Check all personal data for accuracy, paying particular attention to insuring that the name is correct and entered both in part I, block A, and at the top of the second page. Insure that the social security number is both mark sensed corrctly and written in the left hand column of block C. Be sure to check AR 600-200 or DA Pam 623-1 for the correct procedure in determining the correct period of the report (block H) and the nonrated period (block I). Remember that on all reports except the initial report or a report following a break in service of over 12 months, the **beginning date** is the month following the ending month of the last report. More explicit guidance is found in AR 600-200, chapter 8, para 8-13e. In computing the nonrated period, days are rounded to the nearest month. Sixteen or more days are considered a month. Nonduty days are discussed in both AR 600-200 and DA Pam 623-1. Remember that leave is counted as duty except when taken in conjunction with TDY or a move to a new PCS duty station.

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9. In checking the EER/SEER form, you must insure that all necessary entries in the mark sense blocks are made with a number 2 pencil and are made neatly within the spaces provided. This prevents false readings from being recorded. Insure that the right-hand columns of blocks E through H in the SEER and blocks E through G in the EER have numerical scores and totals entered in black ink. Verify that the numbers are accurate and insure that the numbers and computations in block H (EER) or block I (SEER) are correct.

10. Perhaps the most important task in reviewing an efficiency report is to insure that the numerical ratings and narrative comments are consistent. This is a difficult area to teach and requires common sense and judgment. Your experience as a senior NCO and your knowledge of the soldiers in your company will largely determine your ability to balance the numbers with the narrative description. Obviously, an individual who is rated low in physical fitness, responsibility, and advancement potential should not be rated as having first sergeant potential and described as being an outstanding infantry NCO.

11. Rater and indorser evaluations should not show a wide disparity. If a big difference in the two evaluations exists, then perhaps this is an indication of personal conflicts or a rating scheme that is too far removed from regular contact to be most efficient. Wide disparities should be brought to the attention of the company commander and/or to the individuals concerned. Obvious errors or discrepancies should be corrected prior to the report being submitted.

12. Finally, as the senior enlisted soldier of the company you must be able to recognize an adverse efficiency report, insure that it is intended to be adverse, and, as appropriate, counsel the rated soldier on the procedures for appeal. A report is considered adverse if the scores in part II by **either the rater or the indorser are so low as to require written justification.** AR 600-200 states the scores requiring narrative comment. A report is also considered adverse when a **negative entry** is made for the **Equal Opportunity Program.** Paragraph 8-19 of AR 600-200 covers in depth the procedures for appealing an adverse report. It is critical for the soldier to know that an appeal must originate with the rated soldier. He must understand that substantial evidence must be presented to support the allegation of an injustice or administrative error. The simple statement or claim of injustice is not sufficient evidence for an appeal.

TASK NUMBER: 071-11B-8562

REFERENCES:

AR 600-200, Enlisted Personnel Management System

DA Pam 623-1, Preparation of Enlisted Evaluation Reports.

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE RECOMMENDATION FOR AWARD OR DECORATION.

EVALUATION

CONDITION:

As first sergeant given a requirement to initiate a recommendation for an award or decoration.

STANDARD:

As a minimum insure that the recommendation --

1. Is submitted within two years of the act or service to be recognized.

2. Meets the criteria for the specific award IAW AR 672-5-1.

3. Does not duplicate recognition already awarded or pending for the same action.

4. Is not submitted while the soldier is under flagging action.

TRAINING

1. Any officer or enlisted man with personal knowledge of an act, achievement, or service may recommend an award or a decoration. The recommendation must be submitted within 2 years after the act was performed or the service completed to permit processing of the award within the 3-year limitation established by law. (This restriction does not apply to the Purple Heart or to conversion awards.) DA Form 638 (Recommendation for Award) is the basic form for recommendation. Full instructions for completing the recommendation and necessary accompanying documents are specified in AR 672-5-1, **Military Awards.** This AR will be further amplified by local regulations and policies. Procedure 4-13 of DA Pam 600-8 provides a step-by-step overview of the entire process of recommending and processing a recommendation.

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2. Rather than duplicate a lengthy and already published procedure, we are providing a brief overview of the unit responsibilities in recommending a soldier for an award. You are directed to AR 672-5-1, DA Pam 600-8, and local policies for the actual tasks of preparing a recommendation.

3. As a starting point, prior to beginning preparation of an award, check AR 672-5-1 to insure that the individual actually meets the eligibility criteria for the award. Insure that the soldier has not already been awarded the same decoration for the same act or service and that no action is pending on a similar award for this act or service.

4. Insure that the soldier is not subject to a flagging action. The DA Form 638 and the prepared citation are prepared in draft by you or the individual tasked by the commander, together with supporting documentation to include a description of the act, witness statements, and sketches or maps as applicable. Verify the accuracy of the input, insure that statements are signed, and refer the recommendation to the company commander.

5. The company commander must forward the recommendation with a first indorsement recommending approval or disapproval and including a statement that the soldier is or is not subject to a flagging action.

6. For the unit operating with a personnel administration center (PAC) under CABL, this task is slightly simplified in that the actual preparation of the documentation is prepared at the PAC based on handwritten draft input from the company. The unit reference library or the PAC clerk may be consulted for specific procedure.

TASK NUMBER: 071-11B-8568

REFERENCES:

AR 672-5-1, Military Awards

DA Pam 600-8, Military Personnel Office Management and Administrative Procedure.

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW REFERENCE LIBRARY.

EVALUATION

CONDITIONS:

Given the requirement to review the reference library, Department of the Army Pamphlets 310-1, 310-2, 310-3, and 310-4 and a reference library.

STANDARDS:

You must review the library to insure that --

1. The publications are current.
2. All required publications are on hand or on requisition.
3. The publications are available to the personnel that need them.

TRAINING

1. The reference library is critical to the administration, training, maintenance, and materiel readiness programs of a unit. Army regulations, pamphlets, circulars, field manuals, training circulars, technical manuals, etc., are required in support of these programs and are kept in the reference library. To insure that libraries are complete, current, and accessible to personnel who require the use of the publications, a periodic review of the library is necessary. This review should be made every 3 months. So that corrective action can be completed, the review should determine that:

a. All the required publications are on hand or on requisition. (See paragraph 4 in the task: **"Establish/Maintain a Pinpoint Publications Account"** to determine your unit's requirements.)

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b. The publications in the library are current. (See the training section in the task: **"Post Changes to Publications"** to determine if the publications have the appropriate changes filed or posted and revisions and recessions have been so indicated.)

c. The library is physically located where the soldier can sign material out for reference work.

2. In addition the checklist in figure 1 has been developed to assist you; it represents the more common deficiencies found in the reference library. Local policies and SOP, however, may give additional guidance on conducting reviews and inspections.

REFERENCE LIBRARY CHECKLIST

1. Do you have all indexes (DA Pam 310 Series)?
2. Are your indexes current?
3. Are the publications filed in numerical order?
4. Have you withdrawn, superseded, and rescinded those publications no longer current?
5. Do you have the current TOE or TDA for your unit?
6. Are changes filed and/or posted to the publications?
7. Do you have all administrative publications required?
8. Do you have all the training publications required?
9. Do you have all the maintenance publications required?

Figure 1.

TASK NUMBER: 071-11B-8426

REFERENCES:

AR 310-1, Publications, Blank Forms, and Printing Management.
DA Pam 310-10, Guide for Publications Supply Personnel
DA Pam 310-13, Military Publications: Posting and Filing Publications

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TASK
ESTABLISH/REVIEW PINPOINT PUBLICATIONS ACCOUNTS.

EVALUATION

CONDITIONS:

Given the requirement to establish and maintain an accurate pinpoint publication account, a copy of Department of the Army Pamphlet 310-10 Guide for Publications Supply Personnel, and the required DA Forms in the 12 Series (Publications Requirements, and Request for Establishment of Publication Account).

STANDARDS:

1. Request the establishment of a publications account.

2. Determine what publications are required to support your unit's mission.

3. Insure that the publications requested apply to your echelon.

4. Insure that changes to your unit's requirements are changed on the existing subscription forms.

TRAINING

1. **PINPOINT DISTRIBUTION.** Pinpoint distribution is a method for initial distribution and resupply of publications directly to organizations and units worldwide from one of the two U.S. Army AG Publications Centers (USAAGPC). This method is based on the use of requirements or "subscription" forms (DA Form 12 Series). These forms list types of publications (administrative, doctrinal, technical, supply, etc.) by title, number, subject matter, or equipment covered.

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2. ESTABLISHING AN ACCOUNT. To get your unit on pinpoint distribution you must establish an account. Just as you open charge accounts with commercial firms, each qualified organization requiring publications from one or both Publications Centers must establish a publications account. The account number that identifies your organization is very important in all transactions with the Publications Centers. Additional information on establishing an account is discussed below.

a. Eligibility to establish an account(s) includes all elements of the Active Army, down to and including company/battery/detachment level. State adjutants general and selected Reserve component units are authorized to establish a publications account subject to the following.

(1) The organization must have adequate equipment and properly cleared personnel to receive and safeguard material classified up to and including Secret NOFORN.

(2) Requests by companies, batteries, and detachments must be approved by the next higher headquarters.

b. To establish an account for your unit, you must prepare a DA Form 12 (Request for Establishment of a Publications Account). Instructions for completing the form are contained in DA Pam 310-10 and on the reverse side of the form. If publications are required from both USAAGPCs, a separate DA Form 12 must be submitted to each center. DA Form 12 must be sent to the USAAGPC prior to, or together with, the initial submission of a pinpoint subscription form.

(1) Requests for accounts from companies, batteries, and detachments must be approved by the next higher headquarters.

(2) Upon receipt and approval of DA Form 12, a different account number will be assigned the organization by each USAAGPC. The organization will be informed of its account numbers. The number must be referenced in all future transactions with the respective center.

c. Each USAAGPC is responsible for different types of publications as explained below.

(1) Baltimore Publications Center provides worldwide distribution and resupply service on administrative and training publications, recruiting material, and civil defense publications.

U.S. Army AG Publications Center
2800 Eastern Boulevard
Baltimore, Maryland 21220

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(2) St. Louis Publications Center provides worldwide distribution and resupply service on technical and supply publications.

U.S. Army AG Publications Center
1655 Woodson Road
St. Louis, Missouri 63144

3. SUBSCRIPTION FORMS. To assist you the subscription forms listed below represent the minimum that an infantry company or battalion will require when establishing an account. Preparation of the form is discussed on the reverse of each form and in DA Pam 310-10.

a. Company-level requirements are as follows:

DA FORM NUMBER	TITLE
12-4	Requirements for DA Administrative Publications, other than regulations and circulars.
12-9A	Requirements for Department of the Army unclassified administrative publications (ARs, CIRs, PAMs).
12-9B	Requirements for Department of the Army administrative publications (ARs, CIRs, PAMs).
12-11A	Requirements for Army Doctrinal Publications (FMs).
12-12	Requirements for Tables of Organization and Equipment and Training Publications.
12-32	Requirements for Army Missile, Rocket and Air Defense Fire Distribution Systems Publications.
12-37	Requirements for DA operation and maintenance literature applicable to combat vehicles for organizational support.
12-38	Requirements for Army Automotive Publications - Trucks.
12-41	Requirements for sighting and fire control equipment publications.
12-51	Requirements for Army field radio equipment technical publications.

b. Additional requirements for battalion level are as follows:

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DA FORM NUMBER	TITLE
12-8	Requirements for Allied Communication Publications and Joint Army, Navy, Air Force Publications.
12-21	Requirements for Federal and DA Supply Catalogs.
12-28	Requirements for DA Chemical Equipment Publications.
12-40	Requirements for Army Artillery, Small Arms, and Conventional Ammunition Technical Publications.

c. Publications requested must be applicable to the echelon of the requesting unit. A company should not request publications applicable to battalion level or higher unless authorized by the major commands as an exception and required to perform a mission.

4. DETERMINING PUBLICATION NEEDS. To determine the publication needs of your unit, you must first learn your unit's mission, tasks, capabilities, strength, and what weapons and equipment the unit has been assigned. Carefully study the appropriate indexes to publications (DA Pam Series) and check off those that apply to your unit. This will give you a list of publications to begin with. To expand the list the following sources should be considered.

a. Army Training and Evaluation Program (ARTEP) will help you determine publications required to support collective training.

b. The various Soldier's Manuals will help you determine publications to support individual training.

c. The Table of Organization and Equipment (TOE) that your unit is organized under will help to determine required maintenance publications.

d. The local Inspector General's office may be able to give you a comprehensive list of administrative publications.

e. Higher headquarters can also assist you in determining your needs.

5. MAINTAINING AN ACCURATE ACCOUNT. To maintain an accurate publications account after it has been established, a periodic review (at least every 6 months) of the account is necessary. Two major areas that will affect your account are discussed below. Recognizing these changes and taking action to correct the account must be accomplished as soon as possible.

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a. As a result of a periodic review, a change in a unit's TOE or TDA, or other actions, changes to requirements recorded on existing subscription forms may become necessary. Such changes may be new requirements for a series of publications not previously ordered, an increase or decrease in established quantities, or cancellation of an established requirement.

b. The same subscription form (DA Form 12 Series) on which requirements were originally recorded will be used for changes. Updated requirements will be entered only in those blocks on the form for which an addition, change, or deletion is being made.

c. Changes of the subscription form (DA Form 12 Series) affecting your account are as follows:

(1) **New and Revised Forms.** As other categories of publications are added to the pinpoint distribution method or changes are made in the publications system, new or revised subscription forms will be issued. These actions are announced in DA circulars or in letters from a USAAGPC. Commanders will review each new or revised form promptly to determine whether they have a need for the publications listed. If copies are required, the form will be completed and returned to the USAAGPC by the date specified.

(2) **Write-in Items.** The "write-in" method is used to keep subscription forms current between revisions. As new publications not listed on a form are scheduled to be issued, they are announced in a DA circular or a USAAGPC letter which provides instructions for writing in the item on the pertinent form. Commanders will act on these write-in announcements, when applicable, by forwarding their requirements for copies to the USAAGPC as instructed in the announcement.

(3) **Nonreceipt of Initial Distribution.** When any account holder finds that a USAAGPC has made distribution of a publication which is required by his organization but was not received, he will requisition the item on DA Form 17 (Requisition for Publications and Blank Forms). If nonreceipt was due to absence of a subscription having been submitted for that category or type of publication, and a continuing need exists, the appropriate subscription form or a change to the account holder's current subscription form must accompany the requisition.

TASK NUMBER: 071-11B-8427

REFERENCE:

DA Pam 310-10, Guide for Publication Supply Personnel

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TRAINING AND EVALUATION OUTLINE

TASK
POST CHANGES TO PUBLICATIONS.

EVALUATION

CONDITION:

Given a copy of DA Pam 310-13, any DA publication(s) with changes requiring that material be superseded, rescinded, and added.

STANDARD:

The changes received will be correct in accordance with DA Pam 310-13, paragraphs 4-12, as explained in the training outline below.

TRAINING

1. Publications lose much of their value if they are not kept up to date. To keep publications current and relevant, changes and revisions are issued. To make the reader aware of this new information, these changes to the basic publication must be correctly posted.

2. Though thorough and accurate posting is important, elaborate and detailed posting with no sense of priorities wastes manhours. The reason for establishing posting procedures is to provide a uniform and easily understood method which will insure that important references are accurate and current. All publications need not be completely posted. Focus your primary effort on those publications which are most often used. For example, a publication that prescribes an annual report ordinarily should not require as much posting as a correspondence manual which is used on a daily basis. For a seldom-used publication, it may be sufficient simply to file the changes with the basic publication. Your judgement and experience will help to determine the extent of posting necessary. In the interest of greater efficiency, it is recommended that as a change(s) is received and filed with the publication, once that publication is used, then the change(s) should be posted at that time.

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3. The following definitions, relevant to understanding how to post changes, are contained in DA Pam 310-13, paragraph 3:

a. Basic. An original publication, without changes, such as an Army regulation, field manual, or technical manual.

b. Change. A separate publication containing amendments in the form of deletions, alterations, or additions to portions of a previously issued publication.

c. Posting. The method of keeping publications up to date by entering the directed changes as they occur.

d. Revision. A new edition of a publication. It replaces the previous edition in its entirety, including changes.

e. Supersede. To make a substitution -- that is, to replace an entire publication, chapter, paragraph, figure, or appendix with something new.

f. Rescind. To do away with. A publication, or a portion thereof, is rescinded when it has served the purpose for which it was issued or when the material becomes obsolete.

g. Amend. To change or to correct. Any change is an amendment.

h. Looseleaf Format. A publication that can be easily taken apart. When changes are necessary, they are normally issued on a replacement page basis.

i. Bound Format. A publication of pages securely held together so they cannot be easily removed without damage or mutilation. Changes are not issued on a replacement page basis; amendments affecting several pages may appear on the same page.

4. Entire publications with changes may be either **rescinded** (done away with because the publication has served its purpose or is obsolete) or **superseded** (replaced by an updated or new publication).

a. Notification that an entire publication is rescinded is usually contained in a DA circular in the 310-series, Military Publications. When you receive a rescission notice, check this list against your files and **destroy** all rescinded publications that are not needed for further reference. Destruction of classified publications is prescribed in AR 380-5, paragraph 64.

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b. Notification that a publication has been superseded is found in a supersession notice in the current publication. In most cases, the supersession notice will be at the bottom of the first page, or at the bottom of the table of contents page if the publication has a cover. Read the supersession notice carefully to make sure that the entire publication is superseded and not just in part. Many times a new publication will supersede an old one with the same number. You should know that the new publication may well supersede one or more publications with a different number or numbers and even of a different type. For example: AR 700-5, 1 Dec 67, superseded an Army regulation (AR 700-5, 2 May 62) and a technical manual (TM 38-205, 15 Jul 60) in entirety and parts of another Army regulation (chapter 4, AR 715-26, 23 Oct 64).

c. When an entire publication is superseded, it is **destroyed** in the same way that a rescinded publication is destroyed. If the publication is only partially superseded, then post the supersession information on the front cover of the publication, or on the front page if there is no cover.

d. You should be aware that a supersession may well apply only to a change to a publication and not to the basic publication itself. Changes superseded entirely or partially will be treated as if they were basic documents.

e. A new basic publication or change may have a **future effective supersession date.** This future effective date should be noted at the top of the **superseded publication** together with the supersession information. For example:

Supsd by (new publication), (date of new publication), effective (date).

If the numbers are the same, the new publication should be placed behind the old publication. If the numbers are different, file the new publication in its proper numerical sequence in the reference file. The old publication should be left in file until the effective date of the new publication. After that date, remove the superseded publication when filing or during your periodic general review to remove obsolete material.

5. Most of the changes which will be posted will be **partial changes** to the basic document and the following **general rules** will apply:

a. Be accurate and neat in your posting. A publication that is incorrectly or illegibly posted is as worthless as one which has not been posted.

b. Use only a sharp black lead pencil. Posting can then be erased easily if future changes or corrections are necessary.

c. Print or write the authority for changing a basic publication in the outside margin of the page (away from the binding edge) by the changed portion. This authority usually is a numbered change (for example, C1) but may be another publication or message. If the changed portion extends to more than one page, make the same notation on all pages concerned.

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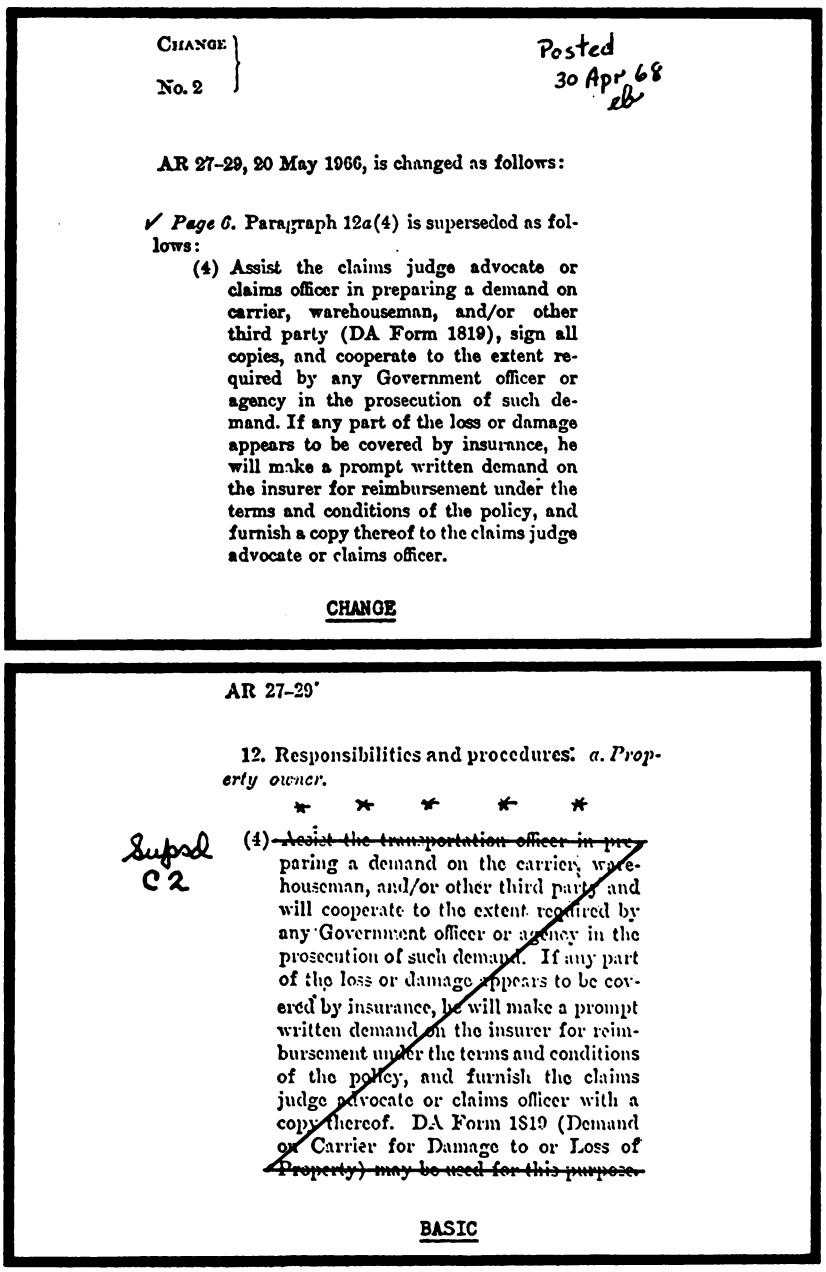
d. When less than three lines of text are affected, draw a single line through changed or deleted material, instead of obliterating or blocking it out.

e. When three or more lines of text are affected, line out old material in the following manner: draw single, straight lines through the first and last lines of the text and connect these lines from top right to bottom left, forming a z-shape figure (see figure 1).



CHANGE
No. 2

Posted
30 Apr 68
eb

AR 27-29, 20 May 1966, is changed as follows:

✓ *Page 6.* Paragraph 12*a*(4) is superseded as follows:

(4) Assist the claims judge advocate or claims officer in preparing a demand on carrier, warehouseman, and/or other third party (DA Form 1819), sign all copies, and cooperate to the extent required by any Government officer or agency in the prosecution of such demand. If any part of the loss or damage appears to be covered by insurance, he will make a prompt written demand on the insurer for reimbursement under the terms and conditions of the policy, and furnish a copy thereof to the claims judge advocate or claims officer.

CHANGE

AR 27-29

12. Responsibilities and procedures. *a. Property owner.*

* * * * *

Supsd
C2

(4) ~~Assist the transportation officer in preparing~~ a demand on the carrier, warehouseman, and/or other third party and will cooperate to the extent required by any Government officer or agency in the prosecution of such demand. If any part of the loss or damage appears to be covered by insurance, he will make a prompt written demand on the insurer for reimbursement under the terms and conditions of the policy, and furnish the claims judge advocate or claims officer with a copy thereof. ~~DA Form 1819 (Demand on Carrier for Damage to or Loss of Property) may be used for this purpose.~~

BASIC

Figure 1. Posting a superseded portion with 3 or more lines of text.

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f. Upon receipt of a new change, post to any previous changes that are affected, as well as to the basic.

6. As each change to a publication is received, post the change number and date to the front cover of the basic publication, or first page if there is no cover. If a change supersedes a previous change, draw a line through the superseded change number and date and show the supersession authority. This method of posting provides a checklist of all changes to a publication that have been received and their current status.

Example: C1, 14 Jun 62
~~C2, 29 Oct 63~~ Supsd by C4
C3, 5 Feb 65
C4, 10 Sep 67

In the above example, C4 superseded C2.

7. Repetitive changes are identical changes that must be made in several places.

a. Repetitive changes are usually listed at the beginning of the change. Either the relevant portions are listed or a statement explains that the change applies wherever the word or phrase appears. For example: "In paragraphs 2, 4, 7, 18, and 35, wherever the phrase 'DA Form 623' appears, it is changed to read 'DD Form 1436.' "

b. When specific paragraphs are listed, make the change in the text if space permits and cite the authority in the outer margin -- for example, "C1." If the changed paragraphs are not listed, post the change and the authority at the top of the first page of the basic publication -- for example, "Change DA Form 623 to DD Form 1436 wherever it appears - per C1."

8. In posting changes with effective dates, insure that the change authority and the effective date of the change is written in the margin of the basic publication. (See figure 2.)

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CHANGE
No. 5

Posted
30 Apr 68
eb

AR 140-1, 25 January 1966, is changed as follows:

Page 6. Paragraph 9*a*(8) is added as follows, *effective 1 January 1968:*
(8) USAR control group (officer active duty obligor).

CHANGE

AR 140-1

9. Organizational structure of USAR. *a.* Ready Reserve consists of—
(1) Members assigned to troop program units.
(2) USAR control group (annual training) to include members thereof attached to reinforcement training units and USAR school student detachments.
(3) USAR control group (reinforcement) to include members thereof attached to reinforcement training units and USAR school student detachments.
(4) USAR control group (mobilization designee) to include members thereof attached to mobilization designation detachments.
(5) USAR school staff and faculty.
(6) USAR control group (delayed).
(7) USAR control group (ROTC).
(8) – (ADDED)

See C 5
Eff 1 Jan 68

b. Standby Reserve consists of—
(1) Control group (standby).
(2) Control group (inactive).
(3) Control group (ineligibles).

BASIC

Figure 2. Posting change with effective date.

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9. To facilitate thorough and accurate posting of changes, the following technique is recommended:

a. Place a check mark by each listed item of change as that change is posted to the basic publication. This will prevent overlooking portions of the change.

b. When all items are posted, write the word "Posted," the date, and your initials at the top of the first page of the change.

10. These posting techniques vary with two broad types of publications that may be posted: **Bound publications** and **looseleaf publications.**

a. **Changes to bound publications** are printed in page and paragraph sequence keyed to the basic publication. These changes may consist of supersessions, rescissions, additions, and minor amendments.

(1) **Supersessions** are stated as such in the change. An entire chapter, section, paragraph, subparagraph, appendix, or other portion may be superseded or replaced by others. Example: "Page 6. Paragraph 7 is superseded as follows: (The new text follows.)" Use either the line-through (para 5d) or Z-method (paragraph 5e) to mark out the superseded material in the basic publication. Then print or write "supsd, C (change number)" in the outside margin opposite the number of the section, paragraph, table, figure, or other portion that is superseded (figure 1).

(2) **Rescissions** are identified in the instructions of the new change by the word "rescinded." Example: "Page 4. Paragraph 2c is rescinded." Line out or Z out the rescinded portion of the basic publication. Write "Resc" and the authority, such as "C1" in the outside margin opposite the number of the rescinded portion (figure 3).

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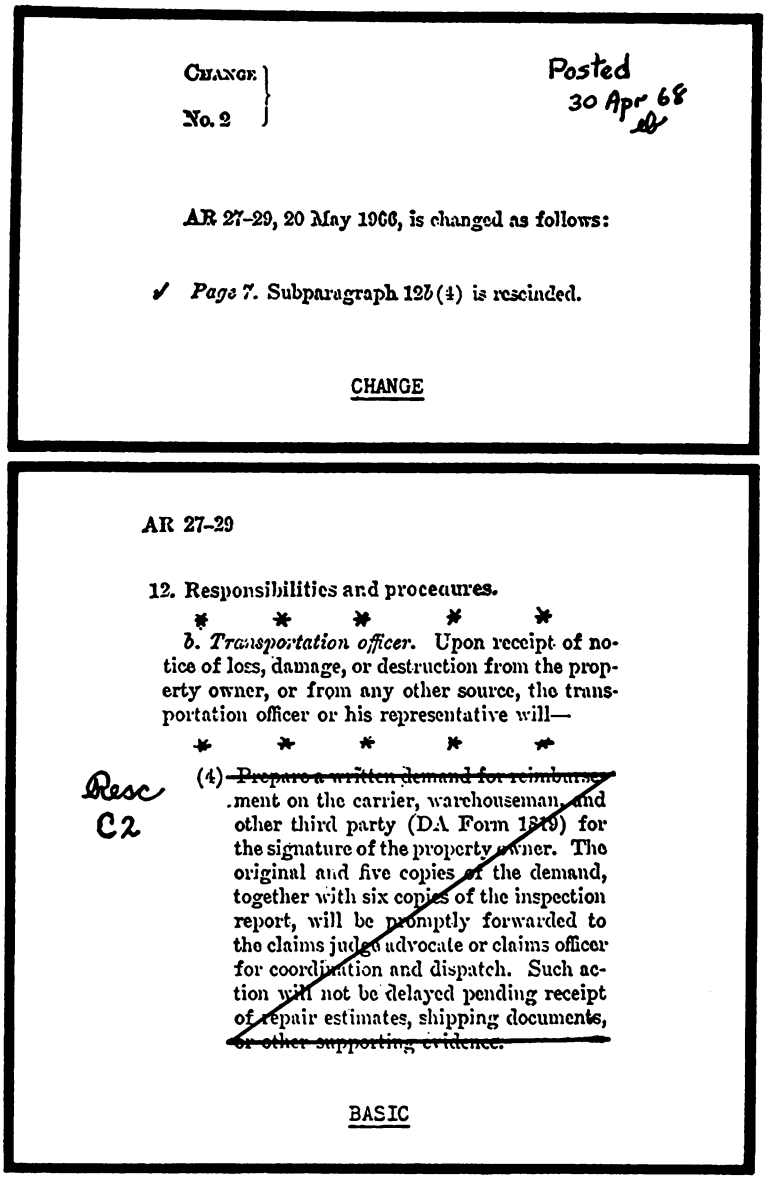

CHANGE
No. 2

Posted
30 Apr 68

AR 27-29, 20 May 1966, is changed as follows:

✓ *Page 7.* Subparagraph 12*b*(4) is rescinded.

CHANGE

AR 27-29

12. Responsibilities and proceaures.

* * * * *

b. Transportation officer. Upon receipt of notice of loss, damage, or destruction from the property owner, or from any other source, the transportation officer or his representative will—

* * * * *

Resc C2

(4) ~~Prepare a written demand for reimburse~~ ment on the carrier, warehouseman, and other third party (DA Form 1819) for the signature of the property owner. The original and five copies of the demand, together with six copies of the inspection report, will be promptly forwarded to the claims judge advocate or claims officer for coordination and dispatch. Such action will not be delayed pending receipt of repair estimates, shipping documents, ~~or other supporting evidence.~~

BASIC

Figure 3. Posting a rescission.

(3) **Additions** are identified by the word "add" preceding the new chapter, paragraph, appendix, figure, or other portion that is added to the basic document. Example: "Page 12. Paragraph 8.1 is added after paragraph 8." Decimal numbers or letters indicate the insertion of new material, such as paragraph 8.1 to be inserted between 8 and 9, not as a part of paragraph 8. This system avoids renumbering the remaining paragraphs. Write the number of the new chapter, section, paragraph, or other portion (including the title when space allows) in the proper sequence in the basic publication. Follow this reference with the word "ADDED)," in parenthesis. Write the authority, such as "C1," in the outside margin opposite the entry. (See figure 4.)

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(4) Minor amendments will be identified and the action required will be indicated in the instructions for change. Minor amendments are such items as the addition, deletion, or amendment or words, phrases, or sentences. Example: "Page 8, paragraph 5b(3). In line 2, 'in duplicate' is changed to read 'original only.' "

(a) If there is sufficient space in the basic document, write or print the added or changed portion in the proper place. Write the authority ("C1") in the outside margin opposite the changed portions. Line out deletions and write the authority in the margin (figure 4).

CHANGE
No. 5

Posted
30 Apr 68
eb

ARMY RESERVE

MISSION, ORGANIZATION, AND TRAINING

AR 140–1, 25 January 1966, is changed as follows:

Page 4. Paragraph 3*u* is added as follows,

✓ *u. Officer active duty obligor.* An officer who is appointed in the USAR from the ROTC Program or under programs monitored by The Surgeon General or Chief of Chaplains who has an obligation to serve on active duty who does not enter on such active duty concurrent with his appointment.

CHANGE

AR 140–1

3. Explanation of terms. The following contains an explanation of terms used in this regulation:

* * * * *

t. USAR school. A table of distribution and allowance unit specifically organized for the purpose of presenting Army service school courses and selected MOS training for Reserve component personnel during reserve and annual active duty training periods.

See C5

u. Officer active duty obligor. (ADDED)

4. Area commands. *a.* Area commands include—

BASIC

Figure 4. Posting added material.

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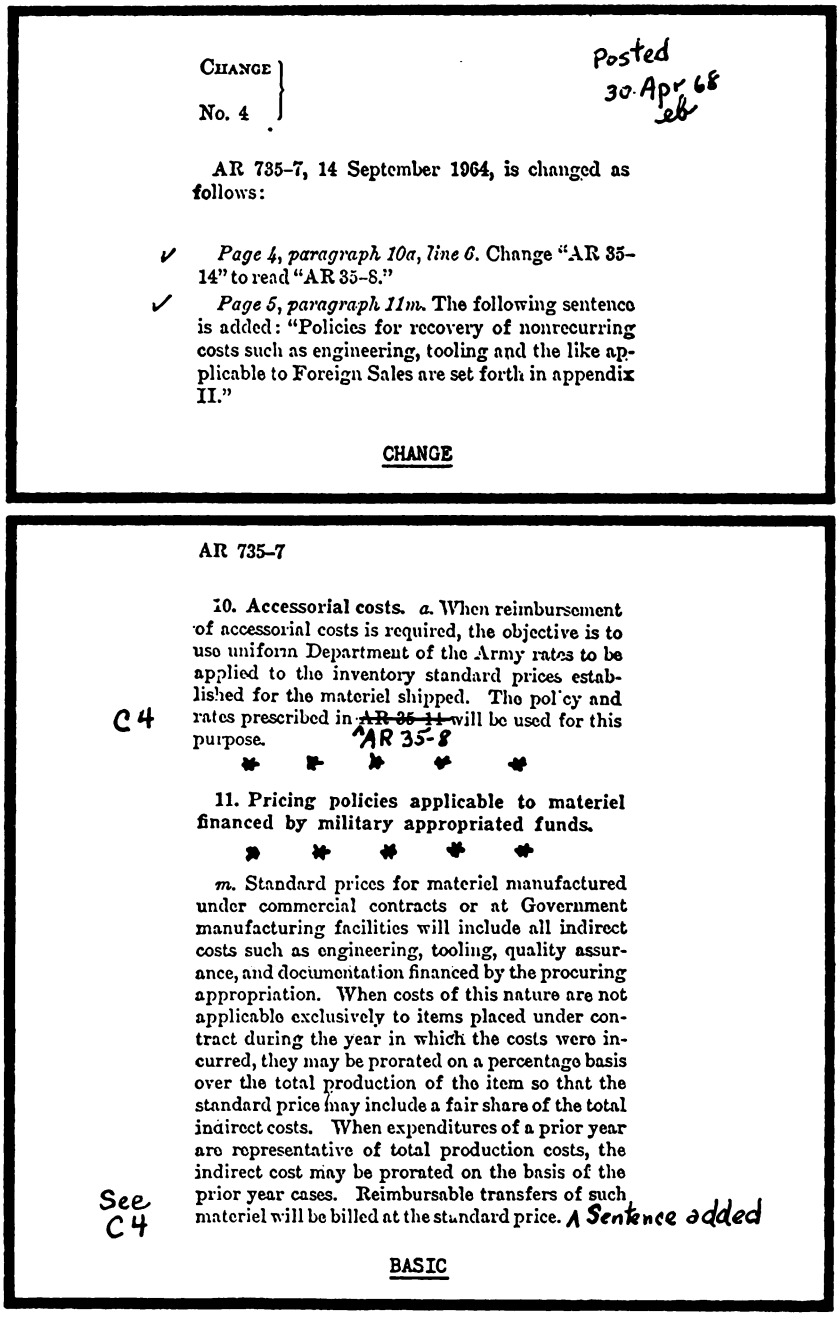
(b) If there is not enough space for the added material, write "sentence(s) added" or "word(s) added," in the proper place in the text or as near to it as possible. A caret (∧) should be inserted where the material is to be added. Line through the material being changed then, write "See C1" in the outer margin. (See figure 5.)



CHANGE
No. 4

Posted
30 Apr 68
eb

AR 735-7, 14 September 1964, is changed as follows:

✓ *Page 4, paragraph 10a, line 6.* Change "AR 35-14" to read "AR 35-8."

✓ *Page 5, paragraph 11m.* The following sentence is added: "Policies for recovery of nonrecurring costs such as engineering, tooling and the like applicable to Foreign Sales are set forth in appendix II."

CHANGE

AR 735-7

10. **Accessorial costs.** *a.* When reimbursement of accessorial costs is required, the objective is to use uniform Department of the Army rates to be applied to the inventory standard prices established for the materiel shipped. The policy and rates prescribed in ~~AR 35-11~~ AR 35-8 will be used for this purpose.

C4

* * * * *

11. Pricing policies applicable to materiel financed by military appropriated funds.

* * * * *

m. Standard prices for materiel manufactured under commercial contracts or at Government manufacturing facilities will include all indirect costs such as engineering, tooling, quality assurance, and documentation financed by the procuring appropriation. When costs of this nature are not applicable exclusively to items placed under contract during the year in which the costs were incurred, they may be prorated on a percentage basis over the total production of the item so that the standard price may include a fair share of the total indirect costs. When expenditures of a prior year are representative of total production costs, the indirect cost may be prorated on the basis of the prior year cases. Reimbursable transfers of such materiel will be billed at the standard price. ∧ Sentence added

See C4

BASIC

Figure 5. Posting minor amendments.

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b. **Changes to looseleaf publications** usually provide new revised pages to insert in the basic publication. Each change with pages for insertion has a covering sheet of instructions for making the change (figure 4). The new pages to be added and the old pages to be removed are normally identified by a "remove and insert" table or by a list of effective pages which is used in some publications.

(1) First read the change instruction sheet. Then check the actual pages furnished against the list of pages to be inserted that is shown in the "remove and insert" table or the list of effective pages. Make sure they agree and that all pages are present. If any pages are missing, order a new copy of the change through your publications supply channels before posting.

(2) Using the "remove and insert" table or the list of effective pages, remove the pages being replaced and destroy them. (If the publication is classified, the pages must be destroyed in accordance with paragraph 64, AR 380-5.) Insert the new pages in proper numerical order. Sometimes pages are not numbered in the usual sequence because the new material does not fit on the old page and must continue on a new one. These additional pages bear the preceding even-number page plus a decimal or capital letter, e.g., 3-2.1, 3-2.2, or 3-2A, 3-2B. They are filed in sequence following page 3-2 and preceding page 3-3. The change may direct that pages be removed without any replacements. In such cases, write at the bottom of the page preceding the ones removed "next page is _____ (fill in correct page number)," if this has not already been done by the change.

(3) The change instruction sheet may also direct that minor changes be made on pages that are not replaced (figure 6). If there is room, make the change directly in the text on the page being changed. Also, write the change authority in the outer margin opposite the revised portion, for example, "C1." If there is insufficient space to enter the new material, insert a caret (^) where the material should appear and give an explanation in the outer margin, such as "Word(s) added," "Sentence(s) added," "see C1."

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Posted
30 Apr 68
eb

AR 638-40
*C 8

CHANGE No. 8

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., *29 March 1968*

DECEASED PERSONNEL
CARE AND DISPOSITION OF REMAINS

AR 638-40, 20 February 1964, is changed as follows:

1. The material which has been added or modified by this change is indicated by a star.

2. The following changes will be made:

✓ *a. Page iv.* Add "Appendix VIII—Mortuary Supplies and Equipment".

✓ *b. Page 1-4, paragraph 1-9a(1).* Add subparagraph *g* as follows:

g. Adjustments (increase or decrease) in interment and/or funeral allowances.

✓ *c. Page 1-4, paragraph 1-9b.* Change title of this paragraph to read "Responsibilities of Army authorities in the continental United States".

✓ *d. Page 3-5, paragraph 3-7b(6).* Change subparagraph "(6)" to read subparagraph "(7)".

✓ *e. Page 7-1, paragraph 7-2a.* Delete "Orleans, France" and add "DaNang, RVN".

✓ *f. Page 7-9, paragraph 7-8d(7).* In the last sentence change the reference made to "*a*(2) above" to read "*a*(3) above".

✓ *g. Page 7-9, paragraph 7-8f.* Change "Chief of Finance" to read "Chief of Finance and Accounting, Office, Comptroller of the Army".

3. Remove old pages and insert new pages as indicated below:

	Remove pages—	Insert pages—
✓	1-5	1-5
✓	3-3 and 3-4	3-3 and 3-4
✓	4-1 through 4-4	4-1 through 4-3
✓	7-5 and 7-6	7-5 and 7-6
✓	11-5 and 11-6	11-5 and 11-6
✓	13-1 through 13-3	13-1 through 13-3
✓	A1-1 and A1-2	A1-1 and A1-2
✓		A8-1 through A8-3

4. This change authorizes an increase in the maximum interment allowances, *effective 1 February 1968*, for burials made in private, civilian or Government cemeteries. Increases authorized are indicated in paragraph 13-3 *a* and *b*.

5. In addition to the increase in the interment allowances, this change authorizes the following:

a. An increase from $400 to $500 in the maximum amount allowable as reimbursement when next of kin arrange for preparation of remains and no contract is in effect at place of death (para 4-5*b*).

b. Payment of an amount not to exceed $30 for rental cost of the casket cover (soft-pack) as required for shipment of remains via commercial aircraft.

---

*This change supersedes DA message 849130, 26 January 1968.

Figure 6. Change instruction sheet for looseleaf change.

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(4) Be sure to note whether the change instruction sheet contains a supersession notice at the bottom of the page. If so, remove the superseded publication from the files and destroy it.

(5) After verifying that all posting has been completed, write "Posted" at the top of the change instruction sheet, the date, and your initials. File the sheet in the front of the publication.

(6) Be sure to check the effective date of the new change. Do not destroy the old pages until the new effective date has passed.

11. An electrically transmitted message may be used to amend a publication when time does not permit a printed change to be issued. Such a message is identified as an interim change to the publication. It is prepared in the format of a published change and provides the exact language of the changed material.

a. Follow the procedures in paragraph 10 or 11 for posting the changes directed by the message. In the margin of the publication opposite the changed portions, show the message number and date as the authority, for example, "DA msg 456789, 8 Feb 68."

b. File a copy of the message, if available, in front of the basic publication or the last printed change. If a copy is not available, insert a cross-reference sheet showing where a copy of the message may be found. When the next printed change or revision of the publication is received, check the supersession notice. If the notice states that the message is rescinded, or superseded, remove the message or cross-reference and destroy it.

TASK NUMBER: 071-11B-8428

REFERENCES:

AR 380-5, Department of the Army Supplement to DOD 5200. 1-R
DA Pamphlet 310-13, Military Publications: Posting and Filing Publications

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TRAINING AND EVALUATION OUTLINE

TASK
ASSIGN THE ARMY FUNCTIONAL FILES SYSTEM (TAFFS) NUMBERS TO CORRESPONDENCE.

EVALUATION

CONDITIONS:

During combat operations, CPX, FTX, or peacetime contingency, given correspondence to be filed, AR 340-2, and AR 340-18-1.

STANDARDS:

1. Determine the TAFFS numbers of documents to be filed.
2. Insure that the correct file numbers are posted on the documents.

TRAINING

1. THE ARMY FUNCTIONAL FILES SYSTEM (TAFFS): TAFFS is a system for identifying and arranging Army records to facilitate maintenance and disposition. TAFFS divides all documentation into 15 major categories. (See figure 1.) AR 340-18-1 through AR 340-18-5 include all information on records belonging to these major functional categories. TAFFS insures that:

a. Papers without reference value are disposed of before filing.

b. Papers needed for reference are filed so that they can be easily located.

c. Papers no longer needed for reference are removed from the current files area (CFA).

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2. UNIT FUNCTIONAL FILES SYSTEM (AR 340-2). The Unit Functional Files System prescribed in AR 340-2 is a modification of TAFFS outlined in the AR 340-18 series. The Unit Functional Files System covers only nine of the fifteen major functional categories. You will be primarily concerned with appendixes A and C of AR 340-2.

a. **Appendix A.** Appendix A contains a complete listing of files series normally accumulated by the units below division which maintain files. This appendix is divided into nine sections. Each section covers a major functional category of files. (See figure 1.) The major functional categories covered by appendix A are broken down as follows:

(1) Sections I through V deal with the 1st five categories.

(2) Section VI covers category 7.

(3) Section VII covers category 10.

(4) Section VIII covers category 11.

(5) Section IX covers category 14.

Army Regulation	Major functional category	AR 340-2 Section No. in Appendix A	AR 340-2 functional category number
340-18-1	Office Housekeeping	I	1
340-18-2	Planning, Programing, Management, Historical and Combat Development	II	2
340-18-3	Finance and Fiscal	III	3
349-18-4	Legal and Information	IV	4
349-18-5	Intelligence, Security, Military Police, and Mapping	V	5
340-18-6	General Personnel Management, Safety	None	None
340-18-7	Military Personnel	VI	7
340-18-8	Civilian Personnel	None	None
340-18-9	Medical	None	None
340-18-10	Training and Education	VII	10
340-18-11	Communications	VIII	11
340-18-12	Transportation	None	None
340-18-13	Research and Development	None	None
340-18-14	Logistics	IX	14
340-18-15	Facilities	None	None

Figure 1. Major Functional Categories of Files.

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b. **Appendix C.** Appendix C contains files accumulated by units below division. It is divided into the two parts described below:

(1) Part I -- Files normally accumulated by most offices. This part lists the files series included in major functional category 1. Every office of record accumulates some records under major functional category 1–**Office Housekeeping.**

(2) Part II -- Files accumulated in battalions, groups, brigades, regiments, and comparable units. Included in this part are files series normally accumulated by certain types of organizations or offices. Every separate listing is preceded by the sentence, "Use any or all file numbers in Part I of this appendix which might be needed." Part II shows the basic staff sections and the major functional categories which they use. This breakdown appears below.

(a) **S1** (Personnel, Administration, and Legal Matters): Major functional categories 1, 2, 4, 7, 11, and 14.

(b) **S2** (Intelligence, Security, Safety, and Central Classified Files): Major functional categories 1, 5, and 7.

(c) **S3** (Operations and Training): Major functional categories 1, 2, and 10.

(d) **S4** (Supply Office): Major functional categories 1 and 14.

(e) **Communications Office:** Major functional categories 1 and 11.

3. ASSIGNING TAFFS NUMBERS TO CORRESPONDENCE.

a. To find a given subject's TAFFS number, we will use an example from the S2 area. The same procedures apply for any duty section or subject area. Assume that the S2 section receives a disposition form entitled **Security Briefing and Debriefing.** To file this DF you must first assign it a TAFFS number.

b. The procedure used to assign TAFFS numbers to correspondence is as follows:

(1) **Determine the Major Functional Categories Used by the Staff Section.** Look at appendix C of AR 340-2. You will find that the S2 section uses only major functional categories 1, 5, and 7.

(2) **Determine Which of These Functional Categories the Subject Comes Under.** To determine the functional category, refer to appendix A of AR 340-2. (See figure 1.) Look at the categories used by your section. (In this case, we know that categories 1, 5, and 7 relate to S2 functions.) Each functional category is a broad subject area containing a variety of subjects. Find which area the subject of the document pertains to. For example, Security Briefing and Debriefing would logically fall under major functional category **Intelligence, Security, Military Police, and Mapping.** (See figure 2.)

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Army Regulation	Major functional category	AR 340-2 Section No. in Appendix A	AR 340-2 functional category number
340-18-5 ----------	Intelligence, Security, Military Police, and Mapping ---------	V	5

Figure 2. Functional Category Listed in Appendix A, AR 340-2.

(3) **Determine the File Number.** After the major functional category has been determined, the task of finding the file number is simple. Figure 2 shows that a subject in the major functional category of Intelligence, Security, Military Police, and mapping is referred to in section V of appendix A and is in functional category number 5. Turn to section V of appendix A. Look through the listed subjects, actions, processes, etc., until you find the subject which you are trying to file. The subject of Security Briefing and Debriefing is listed as in figure 3. The file number is thus determined to be 5-01.

Section V. INTELLIGENCE, SECURITY, MILITARY POLICE, AND MAPPING FILES

The files described in this section relate to actions taken to safeguard defense information, investigate crimes, and to protect facilities against hazards.

File No.	*Description*	*Disposition*
5-01	Security briefing and debriefing files. Documents relating to security briefing and debriefing of personnel authorized access to classified material. Included are briefing and debriefing statements and certificate and directly related docments.	Destroy 1 year after debriefing or obsolescence.
5-02	Security classification files. Documents relating to the administration of a security classification of regrading system involving the classification or downgrading of documents, including correspondence or memorandums on downgrading and reports on security classification.	Office responsible for declassification and downgrading: Permanent. Cut off annually. Other offices: Destroy after 3 years or on discontinuance, whichever is first

Figure 3. Extract of Section V, Appendix A, AR 340-18-1.

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(4) **Posting File Numbers.** Once the file number has been determined to be 5-01, write this file number in pencil on the document. This will facilitate replacing the document in its correct file position once it has been removed for reference. To post the file number, write the file number lengthwise in the right margin of the document. (See figure 4.)

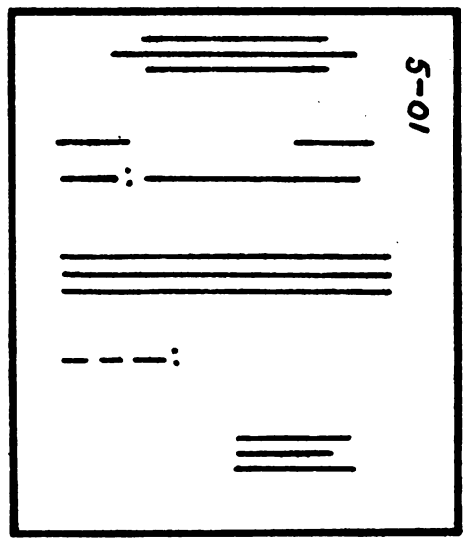

Figure 4. Posting File Numbers.

TASK NUMBER: 071-11B-8440

REFERENCES:

AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserves.
AR 340-18-1, The Army Functional Files System General Provisions

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW FUNCTIONAL FILES.

EVALUATION

CONDITIONS:

During combat operations, CPX, FTX, or peacetime contingency, given a unit's current file area (CFA), local administrative SOP, and Army Regulations 340-2 and 340-18-1.

STANDARD:

As a minimum, insure that the current files area (CFA) is maintained IAW the procedures established by AR 340-2 and AR 340-18-1.

TRAINING

1. Reviewing of Files. Files in the current file area (CFA) must be reviewed at the end of the fiscal and calendar years. They may be reviewed more often when required. As a minimum, reviewing of files involves checking the following subject areas:

a. **Format of folders.**

(1) **File labels.** File labels are reviewed to insure that the labels contain **the file number, title, and precise disposition instructions.** Figure 1 is an example of a correctly prepared label.

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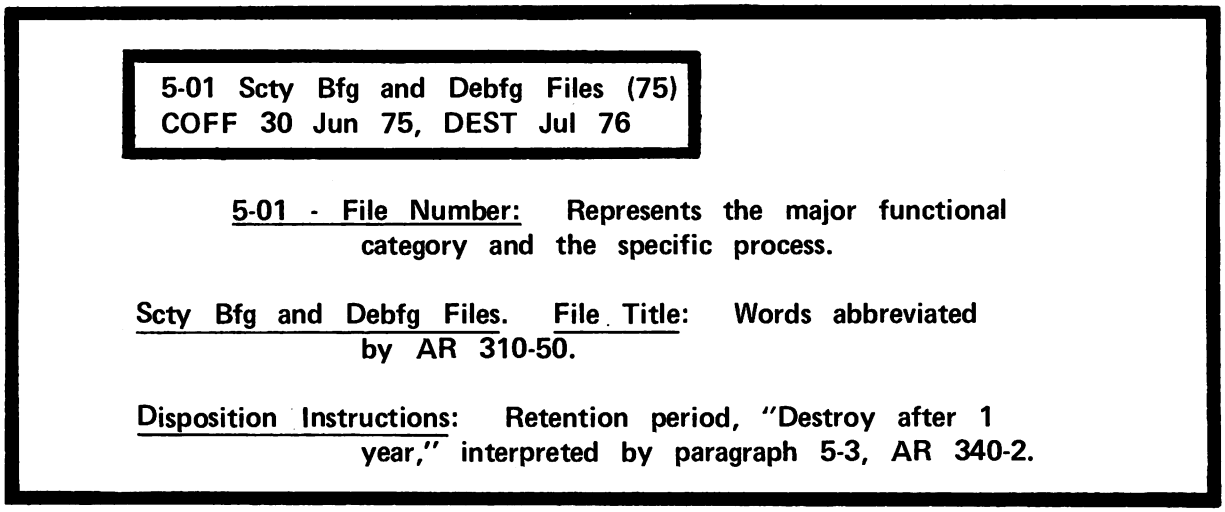
5-01 Scty Bfg and Debfg Files (75)
COFF 30 Jun 75, DEST Jul 76
5-01 - File Number: Represents the major functional category and the specific process.
Scty Bfg and Debfg Files. File Title: Words abbreviated by AR 310-50.
Disposition Instructions: Retention period, "Destroy after 1 year," interpreted by paragraph 5-3, AR 340-2.

Figure 1. File Label.

(2) **Position of label on the folder.** File folders are reviewed to insure that the folders' labels are positioned correctly. File folders are designed to reflect the location where the files will be ultimately maintained. The label is typed or printed and fixed on the folders in a position which reflects the files area where the contents will be finally disposed of. Figure 2 shows the different label positions.

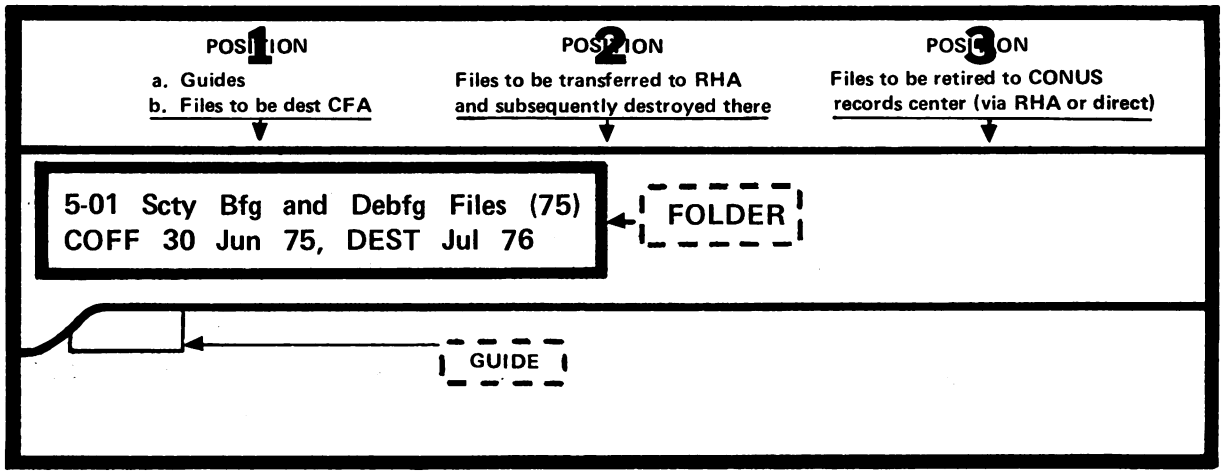
POSITION 1
a. Guides
b. Files to be dest CFA
POSITION 2
Files to be transferred to RHA and subsequently destroyed there
POSITION 3
Files to be retired to CONUS records center (via RHA or direct)
5-01 Scty Bfg and Debfg Files (75)
COFF 30 Jun 75, DEST Jul 76
FOLDER
GUIDE

Figure 2. File Folder.

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(a) The first or extreme left position indicates that the documents will be disposed of by destruction or salvage in the current files area (CFA).

(b) The second or center position indicates that the documents will be transferred to a records holding area (RHA).

(c) The third or extreme right position indicates that the documents will be retired (usually via RHA) to an appropriate CONUS records center for retention and later disposition by destruction or by shipment to the National Archives.

b. **Files Disposition.** In addition to reviewing the folder for label position, the folder is reviewed to insure that it has the correct disposition instructions on the folder label.

(1) Disposition instructions are listed in each of the nine sections of Appendix A, AR 340-2 (See figure 3). These specific disposition instructions will be typed on the folder as in figure 2. Files may be disposed of in the 3 ways discussed previously under label positions.

Section V. INTELLIGENCE, SECURITY, MILITARY POLICE, AND MAPPING FILES

The files described in this section relate to actions taken to safeguard defense information, investigate crimes, and to protect facilities against hazards.

File No.	*Description*	*Disposition*
5-01	Security briefing and debriefing files. Documents relating to security briefing and debriefing of personnel authorized access to classified material. Included are briefing and debriefing statements and certificate and directly related documents.	Destroy 1 year after debriefing or obsolescence.
5-02	Security classification files. Documents relating to the administration of a security classification of regrading system involving the classification or downgrading of documents, including correspondence or memorandums on downgrading and reports on security classification.	Office responsible for declassification and downgrading: Permanent. Cut off annually. Other offices: Destroy after 3 years or on discontinuance, whichever is first.

Figure 3. Extract of Section V, Appendix A, AR 340-2.

(2) The procedures for applying the disposition instructions are listed in Section II, AR 340-18-1. Using **File 5-01** for an example, the disposition instructions are "Destroy **1 year** after debriefing or obsolescence." See figure 4 for procedures.

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PROCEDURES FOR APPLYING DISPOSITION INSTRUCTIONS - SECTION II, AR 340-18-1

EXTRACT PORTIONS

ONE YEAR:- - - - - - - - Cut off at the end of the calendar year or fiscal year, hold 1 year in the current files area, and then destroy.

EXAMPLES: COFF 31 Dec 75, Dest, Jan 77 (CY Files)
COFF 30 Jun 75, Dest, Jul 76 (FY Files)

Figure 4. Extract Portion Section II, AR 340-18-1.

c. **Existence of unnecessary papers.** Review the files for completeness and to eliminate any unnecessary material. Destroy all unnecessary papers such as envelopes, routing slips, unused drafts, extra copies, and other similar papers.

d. **Files appearance.** Reviewing the files for appearance involves as a minimum:

(1) **Fastening file papers.** A multipage document should be fastened together by wire stapler. Prong fasteners or compressors should be used only when absolutely necessary.

(2) **File folders.** Folders should not exceed 3/4 inch capacity. Prepare new folders if folder exceeds 3/4 inch.

(3) **File drawers.** File drawers should be packed to facilitate easy reference. If files are too tightly packed, review the files to determine if there are any files that could be prematurely transferred to the RHA to provide more space for current files. The front of each file drawer should be labeled to reflect the files contained.

e. **Reference publications.** Review references for the following:

(1) **Reference publications maintained.** Current files areas never maintain files for all 15 major functional categories. An office or section maintains files series only for those functional categories which the organization performs in accomplishing its mission. (Functional categories are discussed in the task: **Assign the Army Functional File System (TAFFS) Numbers to Correspondence.**)

(2) **Reference posting.** Army regulations maintained should be current with applicable changes posted.

2. Procedures Checklist. No one should attempt to **review** or **maintain files** without referring to the applicable regulation. Offices maintaining files are required to follow instructions in AR 340-2 or AR 340-18-1. Figure 5 is a recommended check list that may be used to review and to maintain files correctly.

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		YES	NO
1.	Is a specific person assigned responsibility for the files?		
2.	Is a list of file numbers prepared for offices and activities?		
3.	Is the file number posted on papers at the time of filing?		
4.	Are standard file supplies (folders, labels, etc.) used?		
5.	Are folder label positions correct?		
6.	Are guide positions correct?		
7.	Are new file folders prepared when material exceeds ¾-inch capacity?		
8.	Are prong fasteners used only where authorized and required?		
9.	Have all eligible files been transferred to the records holding area?		
10.	Are there any files that could be transferred to the records holding area prematurely to provide more space for current files?		
11.	Have all files been retired that should be retired?		
12.	Are reference papers being filed in excess of actual needs?		
13.	Are file drawers used for supply publications, blank forms, personal items, or office supplies?		
14.	Are file drawers too tightly packed for easy reference?		
15.	Is the reference set of publications posted?		
16.	Are reference publications maintained on a need-to-know basis?		
17.	Are only current Army regulations maintained?		
18.	Is a chargeout system in effect?		
19.	Are the disposition instructions correctly affixed to folder labels?		
20.	Is the files plan current?		
21.	Is the functional files system used for all files (except TOP SECRET)?		
22.	Is nonstandard files equipment on hand? If so, was it processed properly for authorization?		
23.	Is copying equipment on hand? If so, was it processed properly for authorization?		
24.	Is the front of each file drawer labeled to reflect the files contained therein?		
25.	Does the layout of the files room permit the main workflow to follow a straight line, with a minimum of travel, backtracking, and cross movement?		

Figure 5. Files Check List.

TASK NUMBER: 071-11B-8441

REFERENCES:

AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve

AR 340-18-1, The Army Functional Files System General Provisions

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TRAINING AND EVALUATION OUTLINE

TASK
DISPOSE OF FILES.

EVALUATION

CONDITIONS:

During combat operations CPX, FTX, or peacetime contingency, given the unit current file area [CFA], the unit's Administrative SOP, and Army Regulations 340-1 and 340-2.

STANDARDS:

1. Identify and select documents to be destroyed or salvaged, transferred or retired.

2. For documents to be transferred or retired prepare SF 135 and, if required, pack files for shipment to the Records Holding Area.

3. Destroy or salvage those files identified for destruction or salvage IAW Administrative SOP.

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TRAINING

FILES DISPOSITION PROCEDURE IN CURRENT FILE AREAS.

1. Disposal Procedures. Each file folder is labeled to show clearly the date when it must be cutoff and when it must be removed from the current file area [CFA] for destruction or salvage, transfer, or retirement. [Content and preparation of the label is discussed in the task, **Review Files.**]

2. Destruction or Salvage. Material in folders labeled in the first [left of center] position will be destroyed or turned in for salvage at the times indicated on the labels. Appropriate procedures for destruction and salvage of files should be specified in your Administrative SOP.

3. Transfer or Retirement. Files series with folders labeled in the second (center) or third (extreme right) position must be processed for transfer or retirement at the times specified on the labels. When you have determined which files are to be transferred or retired, you must prepare a list(s) of these records and coordinate their shipment with the receiving activity. Then the records must be packed and shipped.

a. **Preparation of the Shipment Form SF 135.** When transferring or retiring records from the CFA, a Standard Form 135, Records Transmittal and Receipt, must be prepared (figure 1). Paragraph 5-6 of AR 340-1, contains detailed instructions for preparing the form. The following is a brief summary of the requirements:

(1) When the list of documents requires more than one page, Standard Form 135-A, Record Transmittal and Receipt [Continuation], must be prepared.

(2) Forward the original and one carbon copy of the SF 135 and, if applicable, the SF 135-A to the records holding area (RHA).

(3) The SF 135 serves the unit as a packing list to transfer or retire files. This form is also a means by which the RHA controls the location and disposition of files.

(4) The SF 135 also serves as a receipt for records that are being transferred or retired. The duplicate copy will be signed and returned to you as your receipt.

(5) A separate SF 135 is not necessary for each box of records in the shipment. However, a separate transmittal form must be prepared for classified and FOUO material.

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PAGE 1 OF 2 PAGES

STANDARD FORM 135 JULY 1961 EDITION GENERAL SERVICES ADMIN. FPMR (41 CFR) 101-11.4	**RECORDS TRANSMITTAL AND RECEIPT**	TO BE COMPLETED AT FEDERAL RECORDS CENTER ACCESSION NO. / RECORD GROUP NO.
INSTRUCTIONS Send original and two copies to appropriate Federal Records Center.		SIGNATURE / DATE RECORDS RECEIVED TITLE

FROM: (*Name and address of Agency transferring records*)
1st Battalion, 1st Infantry
Fort Benning, Georgia 31905

TO: ~~Federal Records Center, GSA~~
Records Holding Area
Fort Benning, Georgia 31905

1 CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY
Unclassified

2 SQUARE FEET OF SPACE CLEARED		3 FILING EQUIPMENT EMPTIED			4. CUBIC FEET OF RECORDS TRANSFERRED
A. OFFICE	B. STORAGE	A FILE CABINETS (No.)	B TRANS FILES (No.)	C SHELVING (Lin. Ft.)	2

5 NAME OF AGENCY CUSTODIAN OF RECORDS	6 BUILDING AND ROOM NO.	7. TELEPHONE NO.
U.S. Smith, CPT, Inf	Building 442, Room 5	8975

8 MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? ☐ YES ☐ NO

9 AGENCY OFFICIAL (*Signature*)	10 TITLE	11. DATE
U.S. Smith	Adjutant	8 Jan 74

12 BOX NUMBERS		13 DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (*Show organizational component creating records*)	14 DISPOSAL AUTHORITY (*Schedule and Item No.*)
FRC ONLY	AGENCY		
		1ST BATTALION, 1ST INFANTRY	
		HISTORICAL DATA: No change during 1972.	
		S-1	
	1/2	2-01 Pub Rec Set Files 73 GO's 1-8	Permanent
		2-04 Pub Background Files 72 GO's 1-8	Permanent
		S-1	
	2/2	2-03 Pers-type Order Files 72 SO's 1-57 (#49 missing)	Jan 88
		2-19 Gen Planning, Prog, Mgt, Hist, and CD Files 72 Arranged chronologically	Jan 75
		S-3	
		10-11 Gen Tng and Educ Files 72 Arranged Chronologically	Jan 75
		S-4	
		14-01 Prop Book and Spt Docu Files 72 Prop book arranged alphabetically and document files arranged numerically	Jan 75
		14-01.1 Docu Regis Files 72 Arranged chronologically	Jan 75
		14-26 Gen Log Files 72 Arranged chronologically	Jan 75

STANDARD FORM 135
JULY 1961 EDITION

(*Use Standard Form 135A for continuation sheets*)

135-105

U.S. GOVERNMENT PRINTING OFFICE 1967 O—255-153 (73-G)

Figure 1. Example of Transmittal for Shipping Unclassified Files.

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4. Packing and Shipping Files. Detailed instructions on packing and shipping files are contained in AR 340-1 and AR 340-2. These instructions are extremely detailed and specific. **No one should attempt to pack and ship files without referring to the applicable regulation.** Procedures prescribed in each of these regulations standardize the shipping of files so that the Government spends the least possible money. Files are arranged to facilitate future reference. The broad requirements for packing and shipping files are outlined below.

a. **Packing of Unclassified Records.** Section III, "Packing Procedures," of chapter 5, AR 340-1 governs the arrangement and packing of unclassified files for transfer to the RHA and retirement to CONUS records centers.

(1) **Authorized Container.** The standard fiberboard box (15 by 12- by 10 inches) containers is used by units transferring records to the RHA (figure 2).

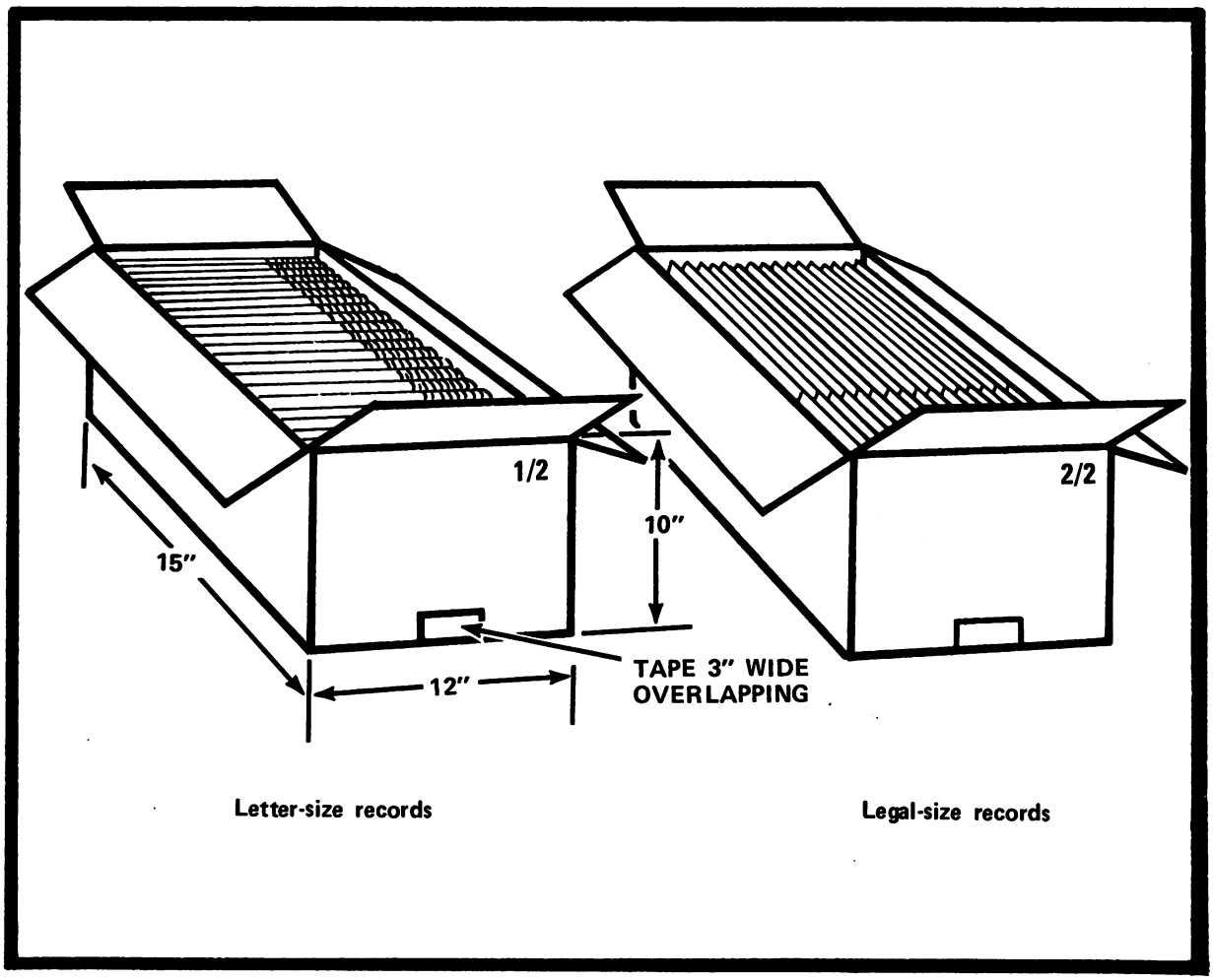

Figure 2. Packing Arrangements for Records Transfer or Retirement.

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(2) **General Arrangement Specifications.** A container should be filled using only one row of file folders. When files are being transferred to the RHA they will be arranged in numerical sequence by section. Use file dividers to separate files in different sections. A standard folder may be used in lieu of file dividers.

(3) **Arrangement in Fiberboard Boxes.** Letter and legal-size files are packed in 15 by 12 by 10 inches fiberboard boxes as illustrated in figure 2. Boxes should be filled to capacity, but should not be packed so tightly that files cannot be serviced in them. Crumpled or wadded paper or other suitable packing material should be inserted between the files to fill any vacant space to prevent movement of the contents during shipment. Do not use excelsior, shredded paper, wax paper, additional file material, or surplus file folders as packing material.

b. **Packing of Classified Records.** Packing and shipment of classified records are described in AR 340-1. Classified material requires protection in accordance with AR 380-5. Check with the RHA prior to shipping any classified files.

c. **Closing and Sealing Fiberboard Boxes.** The bottom of the box should be closed and taped (gummed draft paper, 3 inches wide) to overlay not more than 2 inches on either end. Secure the top of the box as shown in figure 3.

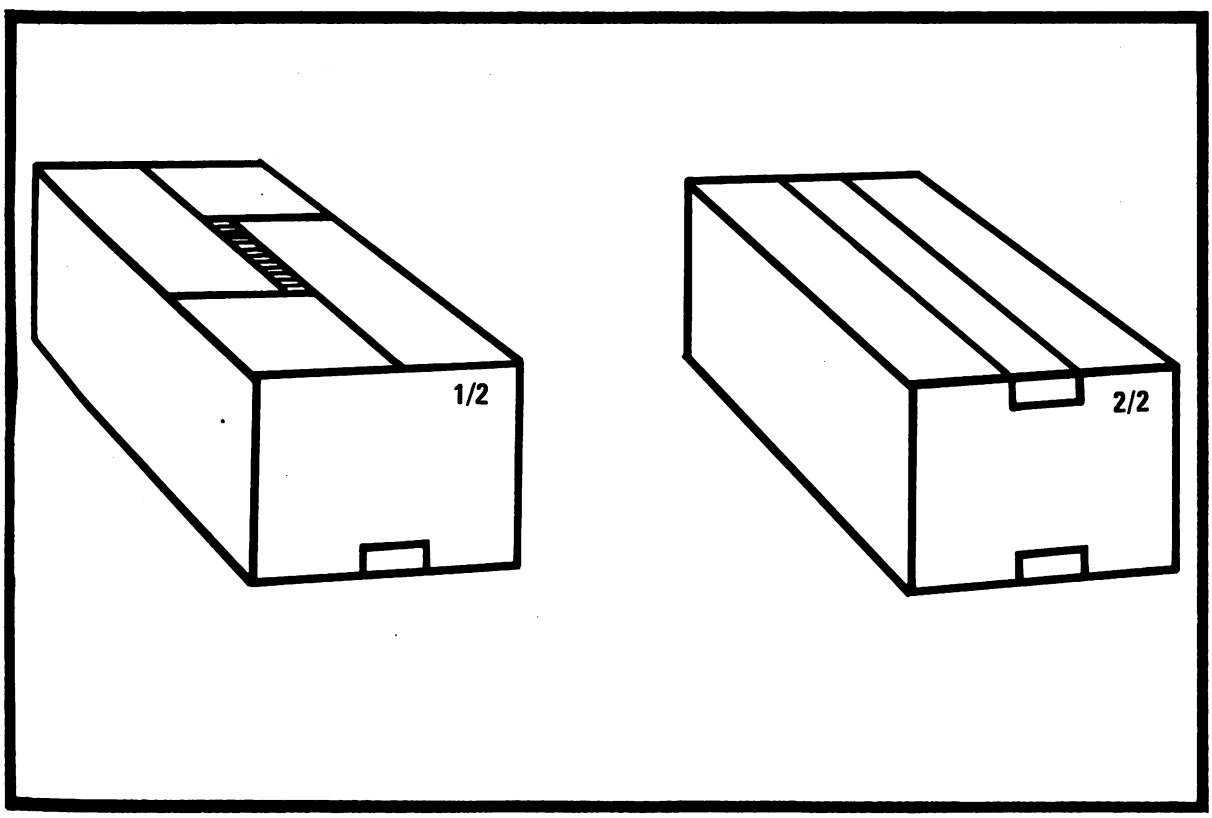

Figure 3. Method of Closing Top Flaps of Boxes for Transferring to Records Holding Area.

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d. **Identifying Boxes Shipped.** Use black markers to write the box number in the upper right corner of the end of the box. For example, box 1/2 and 2/2 indicate box one and two respectively of a total of two boxes. Make the letters approximately 1 inch in size (figure 3).

e. **Shipping of Boxes.** The boxes are transported to the Installation Records Holding Area in accordance with the unit administrative SOP. Installation records holding areas are located on most major posts.

TASK NUMBER: 071-11B-8442

REFERENCES:

AR 340-1, Records Management Program Policies and Procedures
AR 340-2, Maintenance and Disposition of Records in TOE Units of The Active Army and The Army Reserve

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TRAINING AND EVALUATION OUTLINE

TASK

MONITOR AND EVALUATE TRAINING

EVALUATION

CONDITIONS:

Given guidance to monitor and evaluate a specific training session (individual or collective); a training schedule applicable to your unit; Soldier's Manuals for the MOSs of your subordinates; FM 21-6; parent unit Training Evaluation Report Form; status report and lesson plan.

STANDARDS:

Within the time available, monitor and evaluate the training session and determine, as a minimum:

1. Whether complete performance-oriented training objectives have been developed.

2. Whether, as a result of the training, the soldiers undergoing training can perform the objective(s) and meet or exceed the established training standard(s).

TRAINING

1. General. Monitoring and evaluation is in reality a never-ending first and last step in the commander/training manager's efforts to plan and conduct efficient and effective training. Proper conduct of these activities provides the commander/training manager with information and data he needs to prepare or revise his plans for future training. With respect to monitoring and evaluation of training, the commander/training manager is concerned with two issues: efficiency and effectiveness.

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a. Training efficiency is concerned with how well the trainer (and indirectly the training manager) used what was available (i.e., the training resources - time, personnel, facilities, equipment, funds, etc.) to train the soldiers.

b. Training effectiveness is determined by how well personnel undergoing training can meet or exceed established performance standards specified in the commander's training objective(s).

2. Training Evaluation. There are many items in the preparation and conduct of training that can be evaluated. However, only two items are critical:

a. Have training objectives (the commander's and intermediate, if needed) been developed that specify task, conditions, and training standards?

b. As a result of the training, can soldiers perform the training objectives and meet or exceed training standards?

If the answer to both questions is yes, everything else is largely secondary (e.g., the appearance of training, the presentation techniques used by the trainer(s), the format of the lesson plans, etc.).

3. How to Evaluate (Inspect) Training. A good evaluator is concerned with the conduct of training. His evaluation should concentrate on:

a. Whether complete performance-oriented training objectives have been developed.

b. Whether, as a result of the training, the soldiers undergoing training can perform the objective(s) and meet or exceed the established training standard(s).

All other items are secondary, but by evaluating them, future training may be made more efficient. In performance-oriented training, the goal is for all the soldiers to successfully perform all the training objectives. The "Training Evaluation Report" (see figure 1) is provided as a guide for developing one for a unit.

TASK NUMBER: 071-11A-5115

REFERENCE:

FM 21-6, How to Prepare and Conduct Military Training

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TRAINING EVALUATION REPORT

Unit _____ Date _____

Subject/Mission _____ Principal Trainer _____

Time Training Began _____ Soldiers Present for Training _____

Ended _____ Time Evaluator Arrived _____

Location _____ Departed _____

	YES	NO	N/A	Not Observed
1. Did the trainer have specific training objectives to accomplish? (i.e., Did all objectives (commander's and intermediate) specify the task(s) to be performed, the conditions of performance, and the training standard of acceptable performance?)	☐	☐	☐	☐
Comments:				
2. As a result of the training, did the soldiers perform successfully (i.e., meet or exceed the training standards) the commander's training objective(s)?	☐	☐	☐	☐
Comments:				
3. Were the resources adequate to accomplish the training?				
Time	☐	☐	☐	☐
Equipment	☐	☐	☐	☐
Training Area(s)/Classroom	☐	☐	☐	☐
Ammunition	☐	☐	☐	☐
Training Aids/Devices	☐	☐	☐	☐

Figure 1. Training Evaluation Report.

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	YES	NO	N/A	Not Observed
Trainers (principal & assistants)	☐	☐	☐	☐
Comments:				
4. Did the training progress in a logical sequence toward meeting the commander's training objective(s)?	☐	☐	☐	☐
Comments:				
5. Did the soldiers undergoing training appear to be motivated?	☐	☐	☐	☐
Comments:				
6. Did the trainer:	☐	☐	☐	☐
a. Inform the soldiers of the training objective(s) to be accomplished and give reason(s) for the training?	☐	☐	☐	☐
b. Arrange training area so all could see and hear well?	☐	☐	☐	☐
c. Use understandable words?	☐	☐	☐	☐
d. Demonstrate how to perform the objective(s) (when appropriate)?	☐	☐	☐	☐
e. Give all necessary information?	☐	☐	☐	☐
f. Avoid giving unnecessary information?	☐	☐	☐	☐
g. Require "walk through" performances of the objective (if appropriate).	☐	☐	☐	☐
h. Encourage questions?	☐	☐	☐	☐
i. Exhibit adequate knowledge of subject matter?	☐	☐	☐	☐
j. Show interest in helping the soldiers learn?	☐	☐	☐	☐
k. Make acceptable use of training aids?	☐	☐	☐	☐
l. Use assistant trainers to best advantage?	☐	☐	☐	☐
m. Require practice until the training standards were achieved?	☐	☐	☐	☐
n. Test soldier's ability to perform the commander's training objective?	☐	☐	☐	☐
Comments:				
7. Would you consider this training adequate?	☐	☐	☐	☐
Specific recommendations:				

Figure 1. Training Evaluation Report (cont'd).

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE AND CONDUCT A PERFORMANCE-ORIENTED TRAINING SESSION (INDIVIDUAL AND COLLECTIVE).

EVALUATION

CONDITIONS:

Given complete commander's guidance for preparation and conduct of a specific training session (individual or collective); an ARTEP applicable to your unit; Soldier's Manuals for the MOSs of your subordinates; FM 21-6; access to your unit's training aids and devices; TEC equipment and training facilities/areas.

STANDARDS:

Within the time and resource limits given in the commander's guidance, conduct the training session so that each individual or element(s) can perform to the standards specified and under the conditions listed in the commander's training objective.

TRAINING

1. **Overview.** The preparation and conduct of performance-oriented training (be it individual or collective, equipment or tactically oriented) consists of the three-step backward planning process:

a. Describe the desired results of training.

b. Prepare to conduct training.

(1) Establish intermediate training objectives.

(2) Determine and organize required training.

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c. Conduct training to standards.

A more detailed discussion of these three steps is outlined below.

2. Describe the desired results of training. If you are given complete guidance by your commander, this step is done for you; if not, you will have to complete it so that it is satisfactory to your commander. To be complete, it must include the following:

a. WHAT SPECIFIC TRAINING OBJECTIVE DO YOU WANT ACCOMPLISHED? The training objective should include the task that the soldiers must be able to perform, the conditions under which the soldiers must perform the task, and the training standard which specifies the proficiency the soldiers must attain.

b. TO WHOM WILL THE TRAINING BE GIVEN? (e.g., 2 squads.)

c. WHEN WILL THE TRAINING TAKE PLACE? (e.g., 1300-1700 hours, 25 September, 3 weeks from today.)

d. WHERE WILL THE TRAINING TAKE PLACE? (e.g., Training Area K.)

e. WHY THE COMMANDER DECIDED TO CONDUCT THE TRAINING. What were the reasons for his decision?

3. Prepare to conduct training. This step is usually the most time consuming and difficult of the three steps. Do not take it lightly; however, if done properly it will insure the success of your training effort. It consists of the following:

PREPARE TO CONDUCT TRAINING

Establish Intermediate Training Objectives by:

Developing tasks required to accomplish the commander's training objective.

Establishing the conditions under which each task must be accomplished.

Establishing a training standard of performance for each task.

Determine and Organize Training Required by:

Determining which intermediate training objectives the soldiers cannot successfully perform without further training.

Organizing the intermediate training objectives into a progressive sequence (simple to complex) consistent with the available resources.

Estimating the training resources, trainer techniques, aids and devices needed to accomplish each objective.

Completing administrative requirements (e.g., obtaining equipment, writing the lesson plan, rehearsing training, etc.).

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There are several references and aids which can assist you in accomplishing this step.

a. **FM 21-6, How to Prepare and Conduct Military Training,** provides detailed discussion on the preparation and conduct of training.

b. The **ARTEP** for your unit lists training objectives for most of the collective tasks you will be concerned with.

c. **Soldier's Manuals** lists training objectives and intermediate training objectives for individuals for most of the training (both individual and collective) you will encounter. In addition they provide training tips which can assist you in your preparation.

d. **Training Extension Courses (TEC lessons)** develop (or will in the future) most of your intermediate training objectives into pre-packaged lessons. In some cases they are hands-on, in others, you must complete the training by providing the performance practice and evaluation. In addition, the pre-test for each lesson can help you identify which intermediate training objectives require (or do not require) training.

4. Conduct training to standards. The basics of the conduct of training are presented in the TASK: **Conduct a performance-oriented training session.** Now, however, your performance of this step may involve a series of presentations of intermediate training objectives. In some cases, when collective training is involved, you will find the use of multi-echelon training to be an efficient method of training. Despite the different name, remember one thing, the basics still apply. You might require assistant trainers (other squad leaders, for example) but the process of conducting training used by each remains the same:

a. Explain and demonstrate.

b. Soldiers/teams/squad practice.

c. Test.

In doing all of these, and, in fact, throughout your preparation, remember the key to success is a good training objective.

TASK NUMBER: 071-11A-5102

REFERENCES:

FM 21-6, How to Prepare and Conduct Military Training
TEC Lessons, 901-071-0091-F through 0097-F (Now under development.)

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE TRAINING GUIDANCE.

EVALUATION

CONDITIONS:

Given the requirement to prepare performance-oriented training guidance for your commander or supervisor.

STANDARD:

Training guidance will be formulated for the approval of the commander consisting of the following elements:

1. The commander's performance-oriented training objective with task, conditions, and standard.

2. To whom the class will be given.

3. The date and time of the training.

4. The place where the training will be conducted.

5. The reasons why the training is needed.

6. If significant, additional resources which have been obtained or coordinated for or which must be obtained or coordinated for.

TRAINING

1. Your job as a trainer at company level or a training manager at battalion or brigade begins with the **commander's guidance.** The commander may issue his training guidance in two ways. Either you will receive vaguely stated guidance to conduct formal training in a given subject or you may receive one or more specific objectives including to whom the training will be given, the location and time of training, the reason for the training, and resources available to the trainers.

2. If you receive complete and specific training guidance, your task at whatever level will be greatly simplified. An example of specific commander's guidance in a formal written format is shown at figure 1. Note the specific elements which this company commander has addressed.

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a. The **commander's training objective** is written with a **task, conditions,** and **standard** that addresses the action to be performed, the conditions under which the action will be performed, to include the necessary tools and equipment provided, and the minimum acceptable level of performance stated in measurable terms.

b. **To whom** the class will be given.

c. The **date and time** the training is to be conducted.

d. **Where** the training will be conducted.

e. The **reasons** why the commander decided that the training was needed are stated.

f. **Additional resources** which have been obtained or coordinated for by the commander are stated.

The Commander's Training Objective (TO)

TASK: Each squad leader will request and adjust 4.2 incl: mortar fire.

CONDITIONS: as a ground observer, given a 1:50,000 map, a lensatic compass, binoculars, a radio, and a designated, observable point target (targets may vary in range from 1,000 to 4,000 meters), using the grid coordinates/direction method and the bracketing method of adjustment.

TRAINING STANDARD: The initial request for fire must be made within 3 minutes after the target has been designated. Adjustments must be made within 15 seconds after the round impacts. Observer must achieve effect on target within 4 adjustments after he obtains a positive range sensing. (Note: Normally a 4.2 inch mortar round must land within 25 meters of a target to achieve effect on target.)

WHO: Best estimate of number of soldiers to be trained—13 squad leaders.

WHEN: 1300-1700 hours, 25 September (three weeks from now).

WHERE: Training Area K.

REASONS FOR TRAINING: During the platoon test, most of the squad leaders were unable to correctly call for and adjust indirect fire. Those who were able to correctly call for and adjust indirect fire were too slow.

Additional Resources Obtained or Coordinated for by the Commander

Equipment: Fifteen 1:50,000 maps of Training Area K (furnished by battalion S2).

TRANSPORTATION: Two 2-1/2 ton trucks (from battalion S4 section).

Assistant Trainers: SGT Baker, SGT Evans and SGT Holden from the forward observer section of the 4.2 inch mortar platoon. 4.2 inch platoon leader (LT Smith) will be the safety officer.

Coordinating Instructions: Pick up maps from battalion S2; coordinate with LT Smith, 4.2 inch mortar platoon leader, for mortar support requirements; tell the battalion S4 when and where you want the transportation; check with range control prior to conducting live fire of 4.2 inch mortars; have the company training NCO obtain a puff board from the training aids center; and see the company commo NCO for radio requirements.

Figure 1. Specific Commander's Training Guidance.

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NOTE: Figure 1 is expressed in this formal written form for instructional purposes. It need not be written at all but the basic elements are necessary to give thorough guidance, to simplify the trainer's task, and to enhance the end product.

3. Should the commander or the S2/S3 provide you with the specific training guidance as illustrated in figure 1, your later tasks of developing a training program, preparing and conducting training, and evaluating training is greatly simplified. With specific training guidance such as that in figure 1, your next step would be to analyze the training objective to determine the intermediate training objectives or the necessary steps to accomplish the commander's stated end.

4. It is possible, however, that your commander or the S2/S3 might give you guidance that is incomplete or vague in terms of his training objective or the minimum essential information such as who, what, when, where, and why. You might, for example, receive guidance stated like this:

"I want you to conduct training for the NCOs in how to request and adjust indirect fire. The class is scheduled for the afternoon of 25 September. Let me know if there is anything you need."

5. This is the time to perform a hasty analysis of this guidance and ask some questions which will help both of you zero in on what the **desired result of the training** is. The relevant questions are tied to the **three-step backward planning sequence** that you learned as an E6 as part of the task, **Prepare and Conduct a Performance-Oriented Training Session.** The first step is to **describe the desired results of the training.** To determine what the commander desires the soldier to do at the completion of training, as a minimum, ask the following questions:

a. What specific training objective do you want accomplished? The training objective should include the **task** that the soldiers must be able to perform, the **conditions** under which the soldiers must perform the task, and the training **standard** which specifies the proficiency the soldiers must attain.

b. To whom will the training be given? (E.g., 13 squad leaders.)

c. When will the training take place? (E.g., 1300-1700 hours, 25 September, 3 weeks from today.)

d. Where will the training take place? (E.g., Training Area K.)

e. Why did the commander decide to conduct the training? What were his reasons for his decision?

f. What resources have been obtained or coordinated for by the commander?

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6. The idea is to avoid wasting time and effort in preparing a training program without a clear idea of the result of the training and the scope of the mission. If, after asking the commander these questions, you still lack the information to produce specific training guidance such as shown in figure 1, then you must **develop the specific objectives and other information yourself.** If this is necessary, then the publications referenced at the end of this training section provide a good background in the mechanics of preparing training objectives. The Soldier's Manuals, the ARTEPs, the relevant field manuals, and training circulars will provide the background to determine the specific conditions and standards and the necessary intermediate objectives.

7. If you must prepare training guidance, remember that the first step is to determine exactly what you expect the soldier to be able to do at the completion of training. As you prepare the training objectives, show them to the commander. He can then evaluate each training objective and make any necessary changes. This also serves to give him an idea of the resources needed to conduct the training.

8. Once this training guidance has been developed with the thoroughness shown in the example of figure 1, you can continue to prepare your training program. Whether you are preparing training guidance for a battalion or a company, or for individuals or units, the elements and procedures to prepare this guidance is the same. The only difference will be in the complexity of the tasks or the broader nature of the tasks. It is obvious that where a battalion or brigade may be interested in individuals acquiring land navigation skills, the squad leader conducting training is interested in each of the component skills or intermediate objectives at the most basic level.

TASK NUMBER: 071-11B-8451

REFERENCES:

FM 21-6, How to Prepare and Conduct Military Training
TC 21-5-1, Training Management Digest, No. 1, Training Management: An Overview

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TRAINING AND EVALUATION OUTLINE

TASK
DEVELOP A TRAINING PROGRAM.

EVALUATION

CONDITIONS:

Given commander's planning guidance, an ARTEP and Soldier's Manual applicable to the unit, FM 21-6, TC 21-5-1, training aids, devices, facilities, and training areas.

STANDARD:

With the resources specified in the commander's training guidance, the training program must be prepared to accomplish ARTEP mission.

TRAINING

1. Once you have received planning guidance, you must **develop a training program.** This task is one of the most critical duties in the Army; but, it is simpler than it may seem. If we break the procedure down to the components and develop one step at a time, the process can be handled with ease. The problem lies not with the process but with the standard of quality of the finished product. The process or procedure in preparing training is simple but it may easily be used to serve only the appearance of effective training. The determining factor will be your ability to analyze what training is needed to accomplish the mission and what training you can conduct with the available resources. This is a highly subjective area and will call into play all of your experience and expertise. We cannot afford to waste training time and assets so we must focus on the critical skills necessary to accomplish the mission.

2. At company level, planning guidance will more closely approximate the training guidance shown as an example in figure 1 of the task: **PREPARE TRAINING GUIDANCE.** At battalion level, in preparing a more comprehensive training program you may receive planning guidance as a mission type order. Once you have analyzed the commander's planning guidance, you must break it down to the intermediate training objectives.

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The relevant ARTEP and Soldier's Manuals must be used in this process. You must also analyze the **level of proficiency** of the soldier who will be trained. Once we know what current level of proficiency exists we can eliminate some subjects or at least minimize training time where proficiency already exists and add or increase training time in weak areas. Determining the current skill level is a highly subjective area but tools exist which will simplify the task. Some data sources and techniques which will indicate current skill level are:

a. The commander's evaluation of the current level of proficiency of the soldiers to be trained with respect to his training objective (i.e., the commander's reasons for assigning you the training objective).

b. Discussions with unit leaders and other trainers.

c. Previous, related training.

d. Individual test results: Skill Qualification Test, Expert Infantryman Badge (EIB), or Expert Medical Badge (EMB) test results.

e. Unit test results: ARTEPs and crew tests (mortar crew, TOW crew, etc.).

f. Personnel records.

g. Weapons qualification records.

h. Unit Training Records and Training After-Action Reports.

i. Diagnostic tests (your own tests based on your training objectives on random samples of the soldiers to be trained).

3. Once you have assessed the level of proficiency in relation to your training objectives, you will be able to **determine the gap between the desired level of performance and the current level of performance.** When this is done, you can more efficiently **determine the training that is needed** to achieve the performance objectives established previously. This step in developing a training program represents **an ideal.** At this stage, training needs for all the training you would like to conduct have been identified.

4. You must now **analyze the available training resources.** The available resources will be weighed against the previously determined training that is needed. Recognizing that resources are always less than ideal, especially in terms of time to train and the availability of troops, you must carefully assess available resources. Resources which are used to support training are categorized as:

a. **Human Resources.** These include the soldiers available for training and those available to help plan, conduct, and evaluate training. Individuals with skills which may impact on training should be identified for possible use as instructors or assistant instructors. This includes school trained personnel in relevant skills and specialties.

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b. **Physical Resources.** These include the equipment, buildings, and training areas available for use. Equipment with limited availability varies from limited range facilities to helicopters and must be carefully planned for.

c. **Financial Resources.** Funding limitations will impact on unit level training and may well curtail the use of expensive ammunition or new equipment.

d. **Time.** This is the most critical of all training resources and imposes the greatest restrictions on developing a training program. The available time for instructional preparation and for learning, practice, and execution of tasks must be identified. Only then can the trainer or training manager determine which performance objectives he can accomplish.

5. Expecting an individual or unit to accomplish too much with too little available time is a common failing. You must **balance** carefully your **available resources** against the **training needed to determine the training to be conducted.** Here again, your experience and military knowledge must be brought to bear to **establish training priorities.** List the training objectives in their order of importance based on their impact on mission accomplishment. Guidance from higher headquarters and your professional judgment will enable you to effectively rank order these objectives. Use of the Soldier's Manuals and ARTEPs will assist in determining mission essential tasks. Once you have established the relative importance of these tasks, **estimate the training resources required** to meet each performance objective. You can then **allocate the available training resources** based on your established priorities. At this point, you will have exhausted the available resources and have arrived at the training that you intend to conduct.

6. Consider, in allocating resources, that time is probably the most critical resource. If time is too short to conduct essential training, consider:

a. Reducing the time expended in explaining the purpose of the training or basic background material. A useful tool to provide necessary background and save training time is the use of Training Extension Courses (TEC). TC 21-5-3, TEC Catalog, lists currently available TEC lessons.

b. Consider using more instructors, aids, devices, or equipment which will reduce the time needed for practice.

c. Return to the commander with your estimate and request more time or training resources.

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7. At this stage you are ready to physically develop the training program by **programing and scheduling training.** The principal documents used to reflect this step include **training calendars, training forecasts** (master training schedules), **training circulars,** and **weekly training schedules.** This step must be done carefully to avoid wasting resources and causing hardships and problems for both trainers and soldiers who are being trained. The two broad concerns in programing training are:

a. **Determining when the required resources are available.** Some objectives depend on the availability of specific resources. For example, range firing depends on the availability of ammunition and ranges.

b. Insuring that the training progresses in a logical sequence from **the simple to the complex.** This facilitates learning. As a corollary, identify which training objectives are prerequisite to beginning training in others.

8. The availability of resources and the logical sequence of training based on relative complexity and interdependence of tasks will thus shape the final organization of your training program. You have proceeded step by step to develop a training program designed to train a unit in mission essential tasks geared to the specific unit's needs. This program has been designed to make maximum use of available resources and is structured to provide a logical progression of knowledge and skill from the simple to the complex.

TASK NUMBER: 071-11B-8450

REFERENCES:

FM 21-6, How to Prepare and Conduct Military Training
TC 21-5-1, Training Management Digest, No. 1, Training Management: An Overview

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TRAINING AND EVALUATION OUTLINE

TASK
ESTABLISH PRIORITIES FOR GENERAL MAINTENANCE.

EVALUATION

CONDITIONS:

Given a scheduled period for maintenance or any available time in which to perform maintenance.

STANDARDS:

Priorities for general maintenance will:

1. Support all foreseeable unit missions in order of their occurrence (or criticality as determined by the commander).

2. Concentrate first on serviceability of mission essential equipment then on all remaining items of equipment.

3. Maximize efficient use of personnel, time, equipment, facilities, and support available.

TRAINING

1. The establishment of maintenance priorities should always be based upon the unit's mission. Study the mission; then decide (or the commander/platoon leader might specify) what equipment is necessary to accomplish your assigned mission. Next, you will evaluate the readiness status of the mission essential equipment you have on hand. The status of this equipment will serve as an indicator which will tell you in what order your equipment needs to be raised to a readiness status, and if any possible supply actions will be necessary to remedy equipment problem areas, i.e., shortages, missing parts, etc.

2. Once it has been determined what equipment is mission essential and its status, you will then concentrate your available resources on that equipment. You should ask yourself the following questions:

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a. How many personnel do I have?

b. How much time do I have?

c. Do I have the necessary tools on hand?

d. Do I have the necessary parts on hand?

e. Can task be accomplished at my level of maintenance?

In order to insure that priorities established are based upon the mission, resources, and commander's guidance, you should perform the following steps:

STEP ONE: List critical maintenance requirements.

STEP TWO: Identify the most critical tasks.

STEP THREE: Identify the critical tasks which can be accomplished with available resources.

STEP FOUR: Assign specific personnel to accomplish tasks.

STEP FIVE: Supervise and inspect to insure tasks are performed to prescribed standards.

3. If you follow the guidance as set forth in this training, the priorities that you set will support the accomplishment of your unit's mission by making maximum use of available time, personnel, and other resources.

TASK NUMBER: 071-11A-8001

REFERENCE:

None.

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW MAINTENANCE AUDIT PROGRAM.

EVALUATION

CONDITION:

During combat operations, CPX, FTX, or peacetime contingency, given the commander's guidance, the Unit Readiness Report, and the Materiel Readiness Report (to include records needed to support the two reports).

STANDARD:

As a minimum, the audit program should include the activities as explained below in paragraph 2a or 2b. **(NOTE: Your commander's guidance may require that you use a different time schedule.)**

TRAINING

1. **GENERAL.** The purpose of an audit program is to provide a method to verify all the records which are used as a basis for the Materiel Readiness Report and the Unit Readiness Report. An audit program breaks down the records into portions which can be audited quickly and easily. When all of these portions have been audited, the unit's records should be accurate.

2. **AUDIT PROGRAMS.** Due to the variations between units, different programs may be required. The following are two suggested programs which may be used as a guide for developing a unit maintenance auditing program.

a. **Daily Audit Program.** This program allows the audit of 40 percent of the records every month. This program might be preferred by units whose log books are only in fair condition. (See figure 1.)

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SAMPLE DAILY AUDIT PROGRAM

TIME	DATE	PLACE	ACTIVITY
1530-1630	Monday	Motor Park	Verify 10% of ESCs
1530-1630	Wednesday	Motor Park	Audit 10% of down time and services
1530-1630	Friday	Motor Park	Check 10% of log books for proper forms
0830-1230	As required	Motor Park	Prepare the 2406

Figure 1. Sample Daily Audit Program.

b. **Weekly Audit Program.** This program allows a check of all the log books once every 3 months. This is a good program for units whose log books are in good condition. (See figure 2.)

SAMPLE WEEKLY AUDIT PROGRAM

TIME	DATE	PLACE	ACTIVITY
1330-1630	1st Friday	Motor Park	Verify ESCs of 30% of equip.
1330-1630	2d Friday	Motor Park	Audit 30% of down time
1330-1630	3d Friday	Motor Park	Audit 30% of services
1330-1630	4th Friday	Motor Park	Audit down time for every piece of equip with down time this month
0800-1230	As required	Motor Park	Prepare 2406

Figure 2. Sample Weekly Audit Program.

TASK NUMBER: 071-11B-8480

REFERENCES:

AR 220-1, Unit Readiness Reporting

TM 38-750, The Army Maintenance Management System (TAMMS)

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW EQUIPMENT SERVICEABILITY CRITERIA (ESC) INSPECTION WORKSHEETS (DA FORM 2404, EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET).

EVALUATION

CONDITIONS:

Given completed ESC inspection worksheets (DA Form 2404), the appropriate equipment log assemblies (DA Form 2408/Logbook), TM 38-750, and the appropriate operators TM and the TM ESC for that vehicle/equipment.

STANDARDS:

Insure that the DA Form 2404 is complete, is accurate, and as a minimum, reflects the following information:

1. That the heading is complete and correct.

2. That each subsystem and/or component has a separate DA Form 2404 completed.

3. That each item of serviceability criteria is correctly rated.

4. That each subsystem and/or component is rated the lowest rating assigned to any specific item of serviceability criteria.

5. That each major item of equipment is rated that lowest rating assigned any of its subsystems and/or components.

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TRAINING

Review of ESC inspection reports is the responsibility of all supervisors. The items of equipment for which ESCs are required are as different as the various positions that you may be assigned; therefore, for you to become familiar with the requirements for each type of equipment, you must have copies of the applicable operators and ESC TMs. Operators and ESC TMs provide detailed instructions on how to conduct ESC inspections. Instructions for filling out the heading of the DA Form 2404 are provided in paragraph 3-4 of TM 38-750. The required technical manuals are available in your unit maintenance office and reference library.

TASK NUMBER: 071-11B-8481

REFERENCES:

TM 38-750, The Army Maintenance Management System
The appropriate operators and ESC TMs.

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW COMPANY MATERIEL READINESS REPORT (DA FORM 2406).

EVALUATION

CONDITION:

Given a completed company Materiel Readiness Report (DA Form 2406), a copy of TM 38-750, and the current unit table of organization and equipment.

STANDARD:

Identify and correct errors so that the DA Form 2406 will be correct IAW TM 38-750, paragraph 3-6.

TRAINING

1. DA Form 2406, Materiel Readiness Report, is a vital part of the Army's system to determine the operational readiness of troop units. The form identifies the readiness status of equipment and the reason for shortfalls, and provides a basis for corrective actions. It is forwarded by the company to battalion where the company reports are consolidated. **DA requires** that this report be completed in three copies by each battalion or separate company in the Army as of 20 December, 20 March, 20 June, and 20 September of each year. The report covers the 3-month period ending on each of these dates. The company or battalion will probably have **local requirements** to submit the Form 2406 more often, perhaps on a daily basis and probably with more copies. The form covering a 3-month period is called an **accumulative** 2406. The term **accumulative report** also refers to one covering any period greater than one day. The report covering one day is called a **current status** 2406, a current status report must be more detailed in explaining equipment status and corrective actions. The 2406 thus becomes a useful tool for the unit commander to analyze maintenance problems within his unit.

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2. When you review the company's **accumulative 2406**, these are some common problem areas which you should check out:

a. Check the **dates** in blocks 1 and 2. The period of report (from/to dates) and the date prepared should be **Julian dates.**

b. Is the **unit identification code** in block 6 correct? This number can be obtained from the battalion S1.

c. Is the correct **TOE number** listed in block 7? This can be obtained from the battalion S3.

d. Does the **utilization code** in block 9 agree with TM 38-750, appendix A, table 7?

e. Insure that items of equipment are listed on the form in **alphanumeric order** of their **ECCs** (equipment category code) and **line item numbers.**

(1) The requirement to list items in alphanumeric order means that **ILO** (issued in lieu of) items are not necessarily just beneath or above the items they replace.

(2) Remember that multiple model line items may require several entries. For example, most M151-series trucks have the same ECC and line number. However, if you have two or more different models (M151 and M151A1), you must have an authorized line (see figure 1, line 1) with the usual line reference number and two issued lines (see figure 1, line 1A and 1B). Note that model number (column c) is not entered in the authorized line and the number authorized (column e) is not filled out for the issued lines. The sum of the issued lines will equal the authorized line all the way across the form **unless** the unit is short one or more of the particular ECC line items. For example, you might be authorized 15 items of a specific ECC line item. If you have on hand 13 items of two different models, then only the authorized line should reflect the shortage.

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Figure 1.

MATERIEL READINESS REPORT

1. PERIOD OF REPORT: FROM: 5080 TO: 5171
2. DATE PREPARED: 5174
3. TYPE DATA: ☒ ACCUMULATIVE ☐ CURRENT STATUS
REPORTS CONTROL SYMBOL: CSOLD 1049 (R1)

4. TO (Include ZIP Code): Commander, 1st Bn, 21st Infantry, Fort Benning, Georgia 31905
5. FROM: (Include ZIP Code): Commander, A Company, 1st Bn, 21st Infantry, Fort Benning, Georgia 31905
6. UNIT IDENT CODE: WABSAA
7. TOE NO.: 7-18G
8. ARSTRIKE: ☐ YES ☐ NO
9. UTILIZATION CODE: ON
10. PAGE NO.: 1
10a. NO. OF PAGES:

	11. NOMENCLATURE			DENSITY		EQUIPMENT AVAILABILITY						SERVICEABILITY								
								NON-AVAILABLE DAYS							REASON FOR RED					
								ORG MAINT		SUPPORT MAINT										
NO.	NOUN	MODEL	LINE NO.	AUTH	ON HAND	POSSIBLE DAYS	AVAILABLE DAYS	S	M	S	M	GREEN	AMBER	RED	ESC SCORE	SHORTAGE	TDY	OBSOLETE	INOPERABLE	URGENT NWO	PARTS
	a	b	c	d	e	f	g	h		i		k	l	m	n	o	p	q	r	s	t
* 1	Truck, Utl, 1/4 Ton		HB X60833	4	5	460	424	17	5	5	9	3	1	1							1
1A	Truck, Utl, 1/4 Ton	M151	HB X60833		2	184	173	4	2	2	3	2									
1B	Truck, Utl, 1/4 Ton	M151A1	HB X60833		3	276	251	13	3	3	6	1	1	1							1
2	Truck, Utl, 1/4 Ton	M151A1	HB X61244	2	2	184	162	6	1	14	1	1	1								
3	Truck, Cargo, 3/4		HD X39735	2	0									2		2					
** 4	Truck, Cargo, 1¼	M715	HF X39883	0	2	184	171	6	3	2	2	1	1								
5	Truck, Cargo, 2½	M35A1	HG X40009	1	1	92	75	6	3	8				1							1
6	Swbd, Tel, Manual	SB22/PT	JG U81707	1	0									1		1					

*Excess is not used in computation of the Unit Equipment Status Profile, DA Form 2715.

**Issued in Lieu of (ILO) for line item #3, Truck, Cargo, 3/4 Ton. NOTE: With the exception of Column "e", line 3 is not used in computation of the Unit Equipment Status Profile, DA Form 2715, as the ILO items (line 4) take their place in computation.

DA FORM 1 JAN 64 2406

For use of this form, see TM 38-750; the proponent agency is office of the Deputy Chief of Staff for Logistics.

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f. Remember that the **possible days** of equipment availability (column g) should **equal** the **sum** of **available days** (column h) and **non-available** days (columns i and j).

g. **Possible days** should also relate to the period of the report. The period of the report at figure 1 is from Julian date 5080 to 5171. The possible days for one item that has been on the property book for the entire period is 92 days. This can be computed just like leave. For example:

5171 (To Date)
-5080 (From Date)
91 + 1 = 92 Possible Days

The figure of 92 possible days should equate to all items on the property book for the entire report period. For example, 92 equates directly with line 5 (one item x 92 days = 92 possible days) and with line 1 (5 items x 92 days = 460 possible days).

h. Double check the **ESC code breakdown.** The total number of items accounted for in columns k, l, and m must equal the total number of items accounted for in either column e or f, whichever is greater.

i. Note column m. For every item listed as RED, there must be an entry stating the reason for the item being **red** in one of the columns n, o, r, s, or t. (Columns p and q (TDY and OBSELETE) are no longer used.)

3. When preparing the accumulative 2406, TM 38-750 requires only that the front of the form and the remarks block and verifying signature on the reverse of the form be completed. You should be aware, however, that local practice will usually require that explanations of the reasons for shortcomings and the corrective actions taken be made on the reverse of the form as on a current status report.

4. The **current status report** is filled out for one day (see figure 2). The front of the 2406 is filled out exactly as with an accumulative report except in the FROM and TO date block. In the **current status report** the FROM date is still a Julian date but the TO entry is the ending **hour** of the day. The reverse of the DA Form 2406 is used to account for all nonavailable time for reasons other than shortages.

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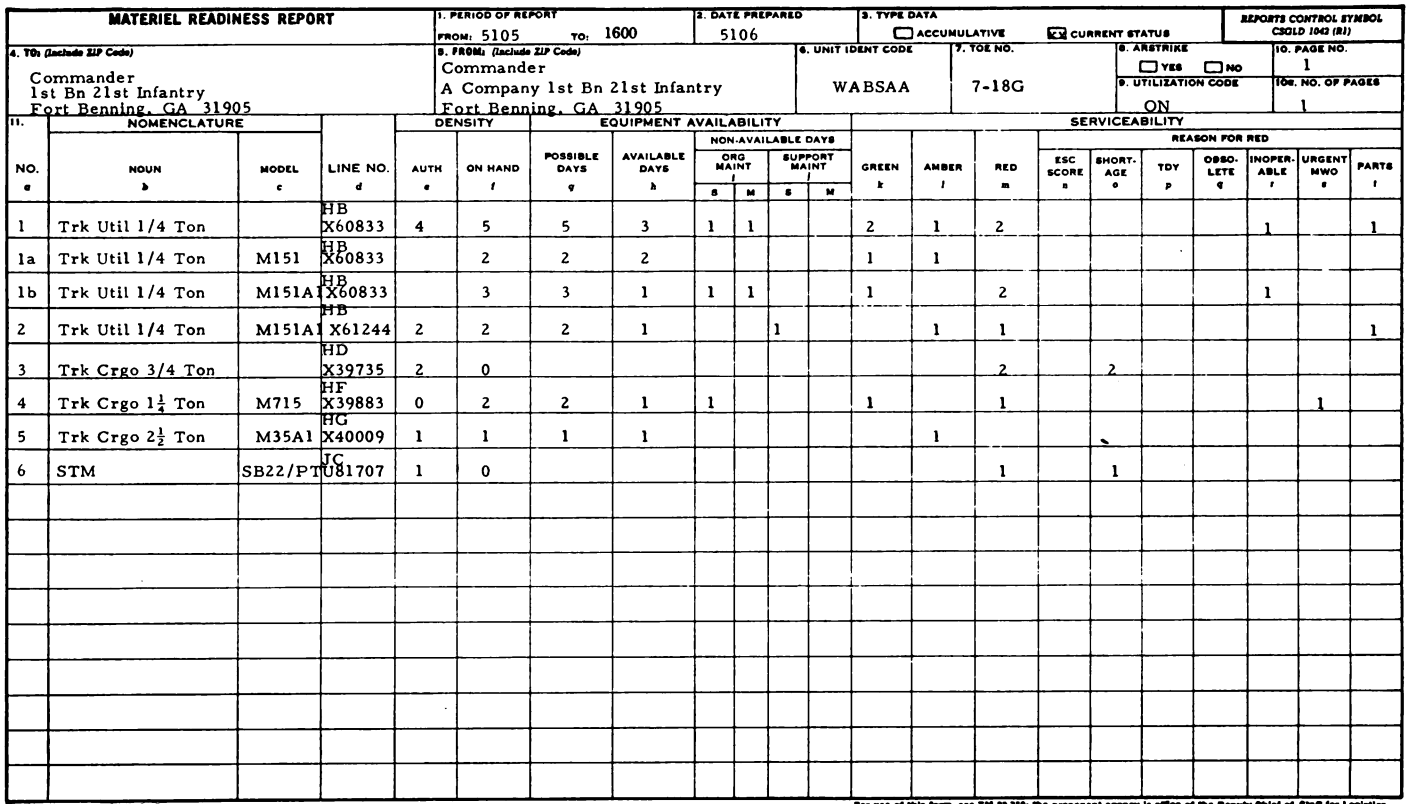

MATERIEL READINESS REPORT

1. PERIOD OF REPORT: FROM: 5105 TO: 1600
2. DATE PREPARED: 5106
3. TYPE DATA: ☐ ACCUMULATIVE ☒ CURRENT STATUS
REPORTS CONTROL SYMBOL: CSOLD 1042 (R1)

4. TO: (Include ZIP Code)
Commander
1st Bn 21st Infantry
Fort Benning, GA 31905

5. FROM: (Include ZIP Code)
Commander
A Company 1st Bn 21st Infantry
Fort Benning, GA 31905

6. UNIT IDENT CODE: WABSAA
7. TOE NO.: 7-18G
8. ARSTRIKE: ☐ YES ☐ NO
9. UTILIZATION CODE: ON
10. PAGE NO.: 1
10a. NO. OF PAGES: 1

11. NO. a	NOMENCLATURE: NOUN b	MODEL c	LINE NO. d	DENSITY: AUTH e	DENSITY: ON HAND f	EQUIPMENT AVAILABILITY: POSSIBLE DAYS g	EQUIPMENT AVAILABILITY: AVAILABLE DAYS h	NON-AVAILABLE DAYS: ORG MAINT S	ORG MAINT M	SUPPORT MAINT S	SUPPORT MAINT M	SERVICEABILITY: GREEN k	AMBER l	RED m	REASON FOR RED: ESC SCORE n	SHORT-AGE o	TDY p	OBSO-LETE q	INOPER-ABLE r	URGENT MWO s	PARTS t
1	Trk Util 1/4 Ton		HB X60833	4	5	5	3	1	1			2	1	2					1		1
1a	Trk Util 1/4 Ton	M151	HB X60833		2	2	2					1	1								
1b	Trk Util 1/4 Ton	M151A1	HB X60833		3	3	1	1	1			1		2					1		
2	Trk Util 1/4 Ton	M151A1	HB X61244	2	2	2	1			1			1	1							1
3	Trk Crgo 3/4 Ton		HD X39735	2	0									2		2					
4	Trk Crgo 1¼ Ton	M715	HF X39883	0	2	2	1	1				1		1						1	
5	Trk Crgo 2½ Ton	M35A1	HG X40009	1	1	1	1						1								
6	STM	SB22/PT	JC U81707	1	0									1		1					

DA FORM 1 JAN 64 2406

For use of this form, see TM 38-750; the proponent agency is office of the Deputy Chief of Staff for Logistics.

Figure 2.

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5. In reviewing the **reverse** side of the **current status report** (see figure 3), be sure to check the following items:

12 NON-AVAILABLE STATUS - ITEMIZED

	NOMENCLATURE a	REGISTRATION OR SERIAL NO. b	REASON NON-AVAILABLE A - MODIFICATION B - PARTS C - MALFUNCTION D - SUPPORT MAINT c	DATE NON-AVAIL-ABLE d	DATE ADMITTED TO SHOP: ORGANI-ZATION e	DATE ADMITTED TO SHOP: SUP-PORT MAINT f	SUPPORT SHOP JOB OR RQN NO g	REMARKS OR PART NO. h
1b	Trk Util M151A1	F26131	C	5102	5102			Batteries will not charge
1b	Trk Util M151A1	F72104	B	5102	5102		5102-G006	Universal Joint 1162-00-219-2151
2	Trk Util M151A1C	F56321	D	5097	5097	5098	C17245	Control Differential 2691-00-721-6891
4	Trk Cgo M715	H69174	A	5072	5072	5073	C089126	Steering column reinforcement 9-2320-218-30/4

13. REMARKS

* Line item #4 ILO for line item #3

DATE: 5105

VERIFIED BY (Signature): I.M. Ready, CPT, IN, Commanding I. M. Ready

Figure 3.

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a. The **reference line number** (from column a on the front of the 2406) should be typed in the left margin by all entries on the reverse side of the 2406.

b. Insure that all combat vehicle **serial numbers** are listed in column b.

c. Check column c for the REASON NONAVAILABLE CODES:

(1) "A" means an MWO anywhere at organization or support maintenance.

(2) "B" indicates that the vehicle is down at organization waiting for parts.

(3) "C" indicates either that diagnostic work is being done at organizational maintenance or that parts are a problem. If parts are a problem, code C means that parts are on hand but not yet installed.

(4) "D" indicates that the vehicle is in support maintenance for anything except an MWO.

d. Note that it is possible for some vehicles to be listed as **part** of a **communication system.** In a mechanized battalion, this would occur with a teletypewriter, for example. Should this situation occur, the general guidance is based on the item being listed in TM 38-750, appendix C, section II. If a communication item is listed in that reference, and if the item is **authorized** or **on hand** in the unit, then the 2406 line entry will show the vehicle on which this equipment is mounted as a part of the communication system.

TASK NUMBER: 071-11B-8482

REFERENCE:

TM 38-750, The Army Maintenance Management System (TAMMS)

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TRAINING AND EVALUATION OUTLINE

TASK
INSPECT EQUIPMENT LOG BOOK.

EVALUATION

CONDITIONS:

During combat operations, CPX, FTX, or peacetime contingency, given a log book containing all the forms for a specific item of equipment and TM 38-750.

STANDARDS:

As a minimum the log must be inspected IAW the checklist for log books paragraph 3 below.

TRAINING

1. **GENERAL.** The equipment log is the historical record for a specific item of equipment. It is a control device for mandatory recording of events during the life cycle of equipment, including receipt, operation, condition, maintenance accomplished, modifications, and transfer.

a. The equipment log must be controlled and safeguarded against loss or damage. A log book is permanently identified with the specific piece of equipment by nomenclature and registration or serial number.

b. The most important use of the equipment log book is to provide commanders with up-to-date information concerning the readiness of the item of equipment, the condition of equipment, and the identification of equipment requiring the greatest maintenance effort.

c. The equipment log book may be used as a control document for operational dispatch of equipment. When used for dispatch, the equipment log book will be under the control of the operator or crew at all times.

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2. EQUIPMENT LOG ASSEMBLY, DA FORM 2408.

a. Purpose--This form provides a ready reference as to assembly instructions and symbols to be used in equipment logs. (This form is in fact a preface to log books and states what a log book is and what symbols are used.)

b. Use--One DA Form 2408 will be inserted in the front of each equipment log book.

c. Preparation--No entries are required on this form.

d. Disposition--This form is a permanent part of the equipment log book.

e. Inspection Checkpoint--Is there a DA Form 2408 inserted in the front of each log?

3. CHECKLIST FOR LOG BOOKS.

a. DA Form 2408-1 (Daily Log).

(1) Cross check entries in block 3 (next service or lubrication due) with DD Form 314 (Preventive Maintenance Schedule and Record).

(2) Check to insure last entries are brought forward on the first line of each new form.

(3) Cross check the date entries in column "a," DA Form 2408-1 (Daily), with the DA Form 2401 (Organizational Control Record for Equipment) to insure that all days of operation have been recorded.

(4) Cross check the status symbol entry in column "c" with the operators DA Form 2404 (Equipment Inspection and Maintenance Worksheet) and DA Form 2408-14 (Uncorrected Fault Record) to insure that it reflects the most serious condition existing on the equipment.

(5) Cross check the date reflecting prescribed lubrication services with the entries on DD Form 314 (Preventive Maintenance Schedule and Record).

(6) Determine if explanations are given in the remarks column for any deviation of interval as prescribed by the lubrication order. (Check DD Form 314, Preventive Maintenance Schedule and Record, for proper intervals and services.)

b. DA Form 2408-1 (Monthly Log). Cross check the entries in columns b, c, d, e, i, and k with DA Form 2408-1 (Daily Log) to insure that they are accurately consolidated.

c. DA Form 2408-5 (Equipment Modification Record). Cross check with DA Pam 310 to insure that all current MWOs are recorded.

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d. DA Form 2408-9 (Equipment Control Record).

(1) Check to see that the equipment log book has an acceptance record.

(2) Determine if the latest copy of the equipment transfer report is in the log book.

(3) Determine if the latest copy of the usage report is in the log book.

e. DA Form 2408-10 (Equipment Component Register).

(1) Cross check DA Form 2408-9 to insure that the date in the first (serial number) column reflects the equipment date of manufacture.

(2) Determine if entries in "reading" column are entered in pencil.

(3) Determine if all component changes are reflected.

f. DA Form 2408-14 (Uncorrected Fault Record). Check request numbers in column c with document register for validity.

TASK NUMBER: 071-11B-8483

REFERENCE:

TM 38-750, The Army Maintenance Management System (TAMMS)

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TRAINING AND EVALUATION OUTLINE

TASK
MAINTAIN A SAFE OR CABINET SECURITY RECORD (DA FORM 672).

EVALUATION

CONDITION:

Given a requirement to maintain classified material, an authorized storage container, copies of AR 380-5, DA Supplement to DOD Reg 5200. 1-R, and DA Form 672.

STANDARD:

The Safe or Cabinet Security Record (DA Form 672) must identify the container, show its location, and indicate each time the container is unlocked, locked, or checked during the period of time covered by the form.

TRAINING

1. DA Form 672, the safe and cabinet security record, must be conspicously posted on the outside of each container used to store classified material. AR 380-5 states, "The tops of security containers will be kept free of all extraneous matter"; however, most major commands encourage the posting of DA Form 672 on the top of the container. This insures that anything that has been inadvertently placed on top of the container will have to be removed in order to make entries on the form.

2. The **heading** of the DA Form 672 must include as a minimum the following information:

a. **Identification of the container:** This identification may be an assigned number, a name (e.g., "company safe A Co, 1st Bn, 76 Inf"), or both, as shown in figure 1.

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SAFE OR CABINET SECURITY RECORD (AR 380-5)	MONTHS AND YEAR Jan/Feb 76
SAFE OR CABINET IDENTIFICATION Safe #2, S-2, 1st Bn, 76th Inf	SECURITY AREA
LOCATION Room 7, Bldg 68, 1st Bn, 76th Inf, Fort Gillum, NY 00000	DOUBLE CHECK AREA NUMBER

Figure 1.

b. **The location of the container:** The location should, when practical, include the room number, building number, unit responsible for the container, and the name of the camp, base, or station. In a field environment, the grid coordinate and map sheet identification may be all that is required.

c. **The month and year:** These dates are filled in as they are reflected in the date column.

3. The checklist portion of the form has four major columns. When an individual places his initials on the form, he certifies that he has complied with the instruction paragraph shown in figure 2.

AS INDICATED BY MY INITIALS BELOW, I HAVE UNLOCKED, LOCKED OR CHECKED THE ABOVE IDENTIFIED CONTAINER ON DATE AND TIME NOTED. IN LOCKING OR CHECKING THIS CONTAINER, I HAVE ASCERTAINED THAT ALL DRAWERS (or doors) HAVE BEEN CLOSED, AND, WHEN APPLICABLE, THAT THE LOCKING BUTTON IS IN LOCKED POSITION, AND THAT I HAVE ROTATED THE DIAL AT LEAST FOUR TIMES IN THE SAME DIRECTION.

JAN DATE	UNLOCKED BY		LOCKED BY		CHECKED BY		DATE	UNLOCKED BY		LOCKED BY		CHECKED BY	
	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS		TIME	INITIALS	TIME	INITIALS	TIME	INITIALS
29	0800	SS	1700	SS	1700	Rch							
30	0800	Rch	1700	Rch	1700	SS							
31	0800	Rch	1700	Rch	1700	SS							
FEB 1	1300	SS	1700	SS	1700	Rch							
2	1030	Rch	1700	Rch	1700	SS							
5	0800	SS	1700	SS	1700	Rch							
6					1700	Rch							
7	0800	SS	1700	SS	1700	Rch							
8					1700	Rch							
9					1700	Rch							
12	0800	SS	1700	SS	1700	Rch							

DA FORM 1 NOV 62 672 REPLACES DA FORM 672, 1 DEC 61, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 DEC 62, UNLESS SOONER EXHAUSTED

Figure 2.

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a. The first column, **DATE,** requires the day of the appropriate month. The name of the month need not be entered in each block if it has been entered on the first date of that particular month.

b. The **UNLOCKED BY** and **LOCKED BY** columns are filled in only by authorized personnel. The person who locks the container is responsible for insuring that the container is checked by some other person.

c. The **CHECKED BY** column must be filled in each normal working day regardless of whether or not the container was unlocked. The person checking the container cannot be the one who locked the container.

4. Reversible "OPEN—CLOSED" signs are available through normal supply channels. This sign will be used on each container. The person unlocking the container will insure that the OPEN side is visible, and the person locking it will turn the sign so that the CLOSED side is visible.

TASK NUMBER: 071-11B-8500

REFERENCE:

AR 380-5, DA Supplement to DOD 5200.1-R (DODISPR)

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TASK
SAFEGUARD/ACCOUNT FOR CLASSIFIED MATERIAL/DOCUMENTS.

EVALUATION

CONDITIONS:

As classified document custodian or alternate custodian, given copies of local security directives regarding storage of classified material/documents, a copy of AR 380-5 (Security) and a copy of DOD 5200.1-R (Information Security Program Regulation).

STANDARDS:

1. Insure that storage containers, vaults, alarm systems, and/or associated security devices meet the requirements established by the General Services Administration (GSA), in addition to the specifications outlined in AR 380-5 and DOD 5200.1-R.

2. Accounting for classified material/documents will consist of:

a. Verification of location or disposition of all classified documents.

b. Maintaining an accountability register (DA Form 3964) for Secret and Top Secret documents/material.

c. Conducting an inventory of classified material/documents annually and as often as circumstances warrant.

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TRAINING

1. Custodians of classified material are responsible for protecting and accounting for this material at all times. In addition, he is responsible for locking classified material in appropriate security equipment whenever it is not in use or under the direct supervision of authorized persons. Custodians must follow procedures which insure that unauthorized persons do not gain access to classified information or material by sight or sound or other means. They must develop training and controls so that classified information is not discussed with or in the presence of unauthorized persons.

2. Classified information may be used, held or stored only where facilities and conditions exist to prevent unauthorized persons from gaining access to the information. The exact nature of security requirements will depend on an evaluation of local conditions and circumstances. Security requirements must permit necessary access to classified information while still providing a reasonable degree of security with a minimum of calculated risk.

3. Whenever classified material is not under the personal control and observation of an authorized person it will be guarded or stored in a locked security container as prescribed below:

a. Top Secret: Top Secret material may be stored in one of the following; safes, files, or vaults.

(1) A **safe** or safe-type steel file container having a three-position dial-type combination lock. This lock must be of a type approved by the General Services Administration (GSA).

(2) A Class A **vault** which meets the standards established by the Department of the Army.

(3) The safe, file, or vault used above must be secured in an area equipped with an alarming device. The physical barrier must be adequate to prevent surreptitious removal of material, and observation when observation would result in the compromise of the material. This barrier must give evidence of attempted entry into the area or room. The alarm system must, as a minimum provide immediate notice to a security force of attempted surreptitious forced entry.

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b. Secret and Confidential: Secret and Confidential material may be stored as follows:

(1) In the manner authorized for Top Secret material.

(2) In a Class B vault, or a vault type room, strong room, or secure storage room which meets the standards prescribed by the Department of the Army.

(3) In a steel filing cabinet having a built-in GSA approved three-position, dial-type combination lock.

(4) As a last resort, in a steel filing cabinet equipped with a steel lock bar. The bar must be secured by a GSA approved changeable combination padlock.

4. As custodian, you are responsible for accounting for all classified material/documents in your possession or in the possession of authorized persons in your unit, office or staff section. A register must be maintained on all Top Secret and Secret documents/material. The use of a register for Confidential material is at the discretion of the custodian.

NOTE: Top Secret documents are controlled and maintained by a Top Secret control officer. This officer must be appointed by written orders. It is his responsibility to maintain a Top Secret document register on DA Form 3964. The Top Secret control officer handles all actions pertaining to Top Secret information. Therefore, as custodian, it is possible, but not likely that you will ever have 100% responsibility for Top Secret material other than those responsibilities delegated to you by the control officer. AR 380-5, paragraph 2-34 specifies the accountability requirements for Top Secret documents. It is important however, that you be aware that any responsibility given to you regarding the safeguarding and maintenance of classified material requires you to contribute a 100% effort to the overall protection effort.

5. DA Form 3964 will be used as a single entry register (see figure 1). The form will be used to reflect the receipt, dispatch, downgrading, or destruction of all Top Secret and Secret material.

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☆ U. S. GOVERNMENT PRINTING OFFICE: 1973—490-574

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD

For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.

DATE

SECTION A - GENERAL

TO:	FROM:

DATE RECEIVED	ACTION OFFICE(S)	SUSPENSE DATE(S)	REGISTER OR CONTROL NO.

CONTROL, LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION *(Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)*	DATE OF DOCUMENT	ORIGINATOR

SECTION B - ROUTING

TO	COPY NO.	DATE	PRINTED NAME	SIGNATURE
1.				
2.				
3.				
4.				
5.				

SECTION C - DESTRUCTION CERTIFICATE *(Check appropriate block)*

MATERIAL DESCRIBED HEREON HAS BEEN:

☐ DESTROYED ☐ TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER *(AR 380-5)*

OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP.	SIGNATURE
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.	SIGNATURE
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL	SIGNATURE

SECTION D - REPRODUCTION AUTHORITY

NUMBER OF COPIES TO BE REPRODUCED	AUTHORIZED BY	DATE

SECTION E - RECEIPT/TRACER ACTION *(Check appropriate block)*

☐ RECEIPT OF DOCUMENT(S) ACKNOWLEDGED ☐ DOCUMENT(S) HAVE NOT BEEN RECEIVED

☐ TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.

DATE	PRINTED NAME, GRADE OR TITLE	SIGNATURE

COMMENTS

DA FORM 3964, 1 Nov 72 REPLACES DA FORMS 1203, 1 SEP 58; 1204, 1 JAN 60; 631, 1 MAR 62 AND 546, 1 OCT 63, WHICH ARE OBSOLETE.

Figure 1.

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6. Top Secret and Secret documents will be inventoried at least once annually on or about 1 April or as often as the custodian may deem necessary. Documents will be physically checked or accounted for by examining written evidence of their disposition. For example, evidence of proper disposition includes the certificate of destruction and transfer receipt, etc. During this inventory, you should check the document against the information recorded in the register (DA Form 3964). You should specifically check the title, date, number of copies, number of pages, and originator of each document.

TASK NUMBER: 071-11B-8502

REFERENCES:

AR 380-5, Department of the Army Supplement to DOD 5200.1-R (DODISPR)
DOD 5200.1-R, Information Security Program Regulation (DODISPR)

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TRAINING AND EVALUATION OUTLINE

TASK
SAFEGUARD FOR OFFICIAL USE ONLY (FOUO) MATERIAL.

EVALUATION

CONDITION:

Given a copy of AR 340-16, material designated For Official Use Only (FOUO), and a date when the FOUO classification will be cancelled.

STANDARDS:

During the time that FOUO material is maintained, it will be marked, stored, handled, transmitted, extended or terminated, and destroyed in accordance with paragraphs 6 thru 13 of AR 340-16.

TRAINING

1. The term FOR OFFICIAL USE ONLY applys only to that **unclassified information,** records, and other material which have been determined to **require protection from disclosure** to the general public and which for a **significant reason** should **not** be given **general circulation.** Categories of information which may be considered FOUO are described in paragraphs 2-6b through i, AR 340-17. FOR OFFICIAL USE ONLY is definitely **not** a security classification. FOUO will **not** be used as a lower security classification marking. No classified information will be marked FOUO for a protective marking. Material may be designated FOUO by officers, noncommissioned officers of grade E7 or above, and by civilian employees of grade GS8 or above.

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2. As a broad guideline, FOUO material will be safeguarded to prevent its disclosure to the general public and to limit its circulation. Measures for safeguarding FOUO include:

a. Thorough briefing of personnel.

b. Limiting access to FOUO material to authorized personnel. It should be remembered that security clearances required for access to classified material are **not** required for access to FOUO material.

c. Proper marking of material.

d. Proper storage, handling, transmission, release, and destruction of material.

e. Observing special safeguards required by individual agencies, commands, or other regulations. Local SOP and supplements to AR 340-16 may impose more restrictions to safeguard FOUO material as the local situation or specific information warrants.

3. Not all FOUO material need be marked FOUO. The purpose of the **marking** is to alert the user or handler that the material should not be publicly released or handled indiscriminately. Some material, such as personnel and medical files, is governed by regulations specifying what may be released, and does not require FOUO markings unless special conditions require these markings to insure their protection.

a. Stamp or mark FOR OFFICIAL USE ONLY in bold letters at least 3/16 inch high near the bottom of a page. The abbreviation FOUO will not be used for such a marking. Mark permanently bound volumes on the outside of the front and back covers, the title page, and the first and last pages only. Stapled volumes are not considered permanently bound. Mark unbound documents only on the pages which contain FOUO information. Pages which contain classified information are marked with the appropriate classification marking. The abbreviation FOUO is then authorized to identify specific paragraphs containing FOUO information within the classified page.

(1) FOUO markings on **pages produced by automatic data processing equipment** may be applied by the equipment's print wheels as long as the markings are in accordance with paragraph 3a above. If individual pages are removed, each page so removed will be marked as required above.

(2) When FOUO material is attached to an **unclassified cover or transmittal paper** which does not contain FOUO information, then the cover or paper will be marked as required in paragraph 3a. The following statement, or a similar one, will be added adjacent to the FOR OFFICIAL USE ONLY marking:

> This marking is CANCELLED when separated from the material bearing a protective marking.

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b. **Termination of markings** will be specified on FOUO material. The earliest possible date or event when FOUO markings are terminated will be specified. **Do not use** statements such as "cancellation of markings cannot be determined at this time." Termination statements will be stamped, marked, or typed adjacent to the FOR OFFICIAL USE ONLY marking on the cover (or first page if there is no cover) of all copies of a document. Electrically transmitted messages will include this statement at the end of the text.

(1) **Suggested termination markings** are as follows:

(a) For a **specific date:**

Protective marking is cancelled on (date) .

(b) For documents which are **part of a contract file** (date will be at least 3 days later than offerer's acceptance date):

Protective marking is cancelled upon award of contract or on (date) , whichever is earlier.

(c) For a **specific event:**

Protective marking is cancelled upon occurance of event specified in paragraph

(d) For **material excluded from automatic termination** as discussed in paragraph 8c below:

Protective marking is excluded from automatic termination (paragraph 13, AR 340-16).

4. FOUO material is **filed and stored** with other unclassified files. When normal government or government-contractor internal building security is provided during nonduty hours, FOUO material may be stored in unlocked files, desks, bookcases, or similar containers. When no such security exists, FOUO material is adequately safeguarded when stored in locked rooms or other locked containers such as desks, files, and bookcases. Normally, local SOP and supplements to AR 340-16 will further amplify these storage requirements based on local requirements.

5. Secure **handling** of FOUO material is largely related to common sense. Do not leave FOUO material unattended unless it is placed out of sight. Attach the FOUO cover sheet (DA Label 87) to all FOUO material.

6. FOUO material is **mailed or shipped** in the same way as other unclassified material except that envelopes, wrapping, or containers used must prevent the disclosure of contents. The U.S. Government **Messenger Envelope** (SF 65) may be used to transmit FOUO material between government offices. When FOUO material is **hand-carried,** it will be protected to prevent its disclosure and to prevent access by unauthorized persons. FOUO material need **not** be encrypted unless necessary for transmission. AR 105-31 states requirements for encryption for transmis-

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sion only (EFTO). FOUO information may be discussed over the telephone for the conduct of official business. When transmitting FOUO information, receipts will not be used unless required for reasons other than protection of the FOUO information.

7. FOUO information may be exchanged between and released to components and individuals of the DOD, departments and agencies of the Executive and Judicial branches, and DOD contractors and grantees. AR 340-17 governs the release of FOUO information to the Legislative branch and to the public. FOUO markings will be cancelled on release outside the Federal Government except when released to DOD contractors and grantees. FOUO information will not be released to foreign governments or international organizations within the scope of AR 380-10 unless the originator authorizes termination of the FOUO status. More explicit guidance on release of FOUO material to foreign governments or international organizations is found in paragraph 9d, AR 340-16.

8. Unless a date or event is specified, FOUO markings are automatically terminated three years from the date of origin except in specific instances cited in paragraphs 8a-c below.

a. FOUO markings may be extended for specific periods of time or until a specific event occurs. To extend the marking, the following statement, or a similar one, will be stamped, marked, or typed on the cover (or first page of documents without a cover) of all copies:

Protective marking is extended until

(Date or occurance of event) (Signature and date)

b. If a category of material must remain FOUO indefinitely, then an exception to paragraph 12, AR 340-16 must be requested from HQDA (DAAG-ASR) Washington, D.C. 20314. Such a request may be initiated only by the proponent of the policy directive(s) for the material involved. Paragraph 13a, AR 340-16, explains the specific justification needed to maintain an indefinite FOUO status.

c. FOUO markings are not automatically terminated for the following:

(1) IG reports prepared under the provisions of AR 20-1.

(2) Investigations conducted under the provisions of AR 381-130 and AR 195-2.

(3) Army personnel tests administered under the provisions of AR 611-5 and listed in DA Pam 310-8.

(4) Aircraft mishap/accident reports and all related documents prepared under the provisions of AR 95-5,AR 95-30, and AR 385-40.

(5) MOS evaluation tests and related material subject to the provisions of AR 600-200.

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(6) All cryptographic-related information to include ARs, TMs, TBs, MWOs, and correspondence related to cryptographic matters.

(7) Information in personnel and medical files or similar files constituting an invasion of privacy or violation of confidence.

(8) Information as to the identity of sources of information and information provided in confidence if disclosure would be prejudicial to Army interests or embarrassing to the source.

(9) Information for which specific provisions are made in the Armed Services Procurement Regulation.

d. FOUO markings may be **terminated** at any time, regardless of the date or event specified, by:

(1) The originator.

(2) A higher headquarters in the originator's command channel.

(3) HQ DA agencies for material marked in the Army field commands.

(4) Officers, noncommissioned officers in grades E7 or above, and civilian employees in grade GS8 and above, when authority is delegated in writing through (3) above.

e. When FOUO markings no longer apply, they are **cancelled** by **lining out all** such markings. An FOUO marking which shows a specific cancellation date does not need additional physical cancellation unless cancellation is made prior to that date. When an FOUO marking is physically cancelled, the person who cancels the markings will sign next to the cancelled marking on the cover (or the first page if there is no cover), and list his organization and the date of cancellation. It is not necessary to remove a document from file or storage solely to cancel the FOUO markings. Cancellation can be made when the document is removed for any other purpose.

9. FOUO documents can be **destroyed** by tearing them into pieces in such a way that the contents will not be disclosed. Such material may then be placed in containers used for other classified material. Other methods are authorized if they preclude disclosure of the contents.

10. Be aware that this basic guidance may be amplified and made more restrictive by local policies and supplements to the regulation as dictated by local conditions.

TASK NUMBER: 071-11B-8503

REFERENCES:

AR 340-16, Safeguarding FOUO Information

AR 340-17, Release of Information and Records from Army Files

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE DA FORM 727 (CLASSIFIED CONTAINER INFORMATION).

EVALUATION

CONDITIONS:

As an intelligence sergeant and/or classified material/documents custodian, given a requirement to prepare classified container information on DA Form 727 in accordance with AR 380-5.

STANDARD:

Prepare required DA Form(s) 727 insuring that you –

1. Complete all three parts of the form without error.

2. Post and locate the parts of the form as prescribed by AR 380-5 and paragraph 2 below.

TRAINING

1. DA Form 727 is used for the purpose of identifying the precise location of a safe, to include name of agency, division, branch section, container number and room number. The form also contains the date the combination was changed, the combination of the safe and the identification of individuals who possess the combination (see figures 1 and 2).

2. DA Form 727 is divided into three parts.

a. **Part 1.** Part 1 contains all the pertinent facts as to the safe's location, the date that the safe's combination was last changed, and the address and telephone numbers of individuals who possess the combination. Part 1 will be posted on the front of the safe.

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CLASSIFIED CONTAINER INFORMATION (AR 380-5)		
Attach to outside of safe.		
AGENCY		
DIVISION	BRANCH	SECTION
CONTAINER NO	ROOM NO	DATE COMBINATION LAST CHANGED
Immediately notify one of the following persons of the duty officer if this container is found open and unattended.		
NAME AND GRADE		HOME PHONE NO
HOME ADDRESS		
NAME AND GRADE		HOME PHONE NO
HOME ADDRESS		
NAME AND GRADE		HOME PHONE NO
HOME ADDRESS		
NAME AND GRADE		HOME PHONE NO
HOME ADDRESS		

DA FORM 727, 1 MAY 63 1
EDITION OF 1 APR 57 WILL
BE USED UNTIL EXHAUSTED.

Figure 1. Parts 1 and 2.

CLASSIFIED CONTAINER INFORMATION (AR 380-5)		
To be inclosed in classified information envelope container.		
AGENCY		
DIVISION	BRANCH	SECTION
CONTAINER NO	ROOM NO	DATE COMBINATION LAST CHANGED
CONTAINER COMBINATION		
Left		TO NUMBER
Right		TO NUMBER
Left		TO NUMBER
Right		TO NUMBER

Fold on the line prior to insertion in envelope.

DA FORM 727, 1 MAY 63 3
EDITION OF 1 APR 57 WILL
BE USED UNTIL EXHAUSTED.

Figure 2. Part 3.

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b. Parts 2 and 3. Part 2 is a carbon copy duplicate of part 1. Part 2 will be attached to an opaque envelope which will contain part 3. Part 3 is a classified document. It will be marked with the classification equal to the highest level of classified information which the commander designates to be stored in the container. The top portion of part 3 is a carbon copy duplicate of the information listed on the top portion of parts 1 and 2. In the spaces provided on part 3, you will enter the combination of the containers (see figure 2). The combination should include the direction of turn corresponding to the number. You will then fold part 3 along the dotted lines as indicated and place part 3 in the opaque envelope and seal it. The envelope will be marked to reflect the classification of part 3, DA Form 727, and forwarded to the classified document control officer at the next higher headquarters.

3. A new DA Form 727 must be prepared when any of the required information is changed. In most cases this coincides with a change in combination of the lock. Changes in combination must be made --

a. At least annually.

b. When personnel knowledgeable of the combination leave.

c. In the event the combination is compromised.

d. When safe is put into operation.

TASK NUMBER: 071-11B-8504

REFERENCE:

AR 380-5, Department of the Army Supplement to DOD 5200. 1-R (DODISPR)

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TRAINING AND EVALUATION OUTLINE

TASK
DETERMINE THE CORRECT CLASSIFICATION AND DOWNGRADING DECLASSIFICATION MARKINGS FOR DOCUMENTS.

EVALUATION

CONDITIONS:

Situation 1. Given a classified document(s) from which you are to extract information to prepare a related document(s) that will require classification, downgrading or declassification marking, a copy of DOD Regulation 5200.1-R and AR 380-5.

Situation 2. Given a document(s) that have been originated by your unit that requires classification, downgrading, or declassification marking, a copy of DOD Regulation 5200.1-R and AR 380-5.

STANDARDS:

Situation 1: Determine the correct markings for the document(s) you have prepared/extracted from the classified document.

Situation 2: Determine the correct markings for the document(s) originated by your unit.

TRAINING

1. Classification Authority. Classification authority may be of two types: original or derivative.

a. Original Classification Authority. Original classification authority is the authority to make determination that official information currently requires, in the interests of national security, a specific degree of protection against unauthorized disclosure. This authority is restricted solely to those officials specifically designated in writing. See Appendix A of DOD Regulation 5200.1-R. The exercise of this authority is personal to these officials and may not be delegated by them or used by anyone acting for them or in their names.

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b. Derivative Classification Authority. Derivative classification authority means that if you create a document, either in part or in total from a classified document, then this newly created document will derive its classification from the original document or the parts of the document used. However, unclassified parts from a classified document will not require a classification. A derivative document will then have the same overall classification markings as the original document or the parts of the document used.

2. Classification Markings on Documents.

a. Overall and Page Marking. Except as otherwise specified for working pages, the overall classification of a document, whether it is permanently bound or not (this includes any copies or reproductions) will be "conspicuously" marked or stamped at the TOP and BOTTOM on the outside of the Front Cover (if any), on the TITLE PAGE (if any), on the FIRST PAGE, on the BACK PAGE, and on the outside of the BACK COVER (if any). Each interior page of a document must be "conspicuously" marked or stamped at the TOP and BOTTOM with the highest classification of information appearing on the page to include the designation "Unclassified" if appropriate. (Note that a single sheet with information on front and back is considered to consist of 2 pages.)

b. Marking Components. In some documents, the major components are likely to be used separately. In this case, each major component will be marked as a separate document using the marking requirements in 2a above. Examples of components requiring markings include: (1) Each annex, appendix, or similar component of a plan, program, or operations order; (2) attachments and appendixes to a memorandum or letter; and (3) each major part of a report.

c. Paragraph Marking. When there are differences in their classifications, each section, part, paragraph or subparagraph must be marked to indicate the level of classification. If a section, part, paragraph, or subparagraph is unclassified then it must be marked as such. EXAMPLE: When the text of the lead-in (basic) portion of a paragraph is unclassified, but subsequent subparagraphs are classified, the lead-in paragraph will be marked as "Unclassified" and each subparagraph shall be marked with its respective classification status. In this instance, the symbol denoting the overall classification of the paragraph would be shown immediately following the paragraph number or letter as the case may be. (For example 1. (U) or 2. (U).) At the end of the text of the unclassified lead-in paragraph, the sumbol "(U)" should be shown. Classification levels of subparagraphs will be shown by the appropriate classification symbol immediately following the subparagraph letter or number as the case may be. In marking paragraphs, sections, or parts, the appropriate marking should be placed immediately preceding and to the left of the elements to be marked. If desired, the symbols (TS) for Top Secret, (S) for Secret, (C) for Confidential, and (U) for Unclassified may be used. When appropriate the symbols (RD) for Restricted Data and (FRD) for Formerly Restricted Data shall be added.

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d. Subjects, Titles, Abstracts, and Index Terms. Subjects, titles, abstracts, and index terms should be selected whenever possible to avoid the requirement for classification. To show its classified or unclassified status, such items should be marked with the appropriate symbol (TS), (S), (C), or (U) placed immediately following and to the right of the item. When appropriate, the symbols (RD) and (FRD) will be added.

3. Downgrading Markings. In addition to the classification markings at the time of origination each classified document or other material will be marked to reflect downgrading and declassification instructions in accordance with the following:

a. Action by Specific Date or Event. When specific dates or events for downgrading and declassification are predetermined under the provisions of paragraph 3-101, DOD 5200.1-R, documents and other material must be conspicuously marked to show clearly to the recipient or user of such material when downgrading and declassification actions are intended by the originator to occur. The following marking will be stamped or printed at the bottom of the first page or title page or will be placed conspicuously in a similar prominent place immediately below or adjacent to and in conjunction with the classification marking.

DOWNGRADE TO:
SECRET ON (effective date):
CONFIDENTIAL ON (effective date)
DECLASSIFY ON (effective date)
CLASSIFIED BY

b. General Declassification Schedule. When specific dates for downgrading and declassification are assigned in accordance with chapter III, section 2 of DOD 5200.1-R, documents and other material will be marked in the following manner:

CLASSIFIED BY
SUBJECT TO GENERAL DECLASSIFICATION
SCHEDULE OF EXECUTIVE ORDER 11652
AUTOMATICALLY DOWNGRADED AT TWO YEAR INTERVALS
DECLASSIFIED ON DECEMBER 31, (YEAR).

c. Exemptions from General Declassification Schedule. Unless marked RD or FRD, documents or material containing information which is exempt from the General Declassification Schedule under the provisions of section 3, chapter III, DOD 5200.1-R, will be marked for downgrading and declassification purposes in the following manner:

CLASSIFIED BY
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF EXECUTIVE ORDER 11652
EXEMPTION CATEGORY
DECLASSIFY ON (effective date)

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4. **Training Documents.** Documents used for training purposes and which are not actually classified must be marked "FOR TRAINING ONLY, OTHERWISE UNCLASSIFIED."

TASK NUMBER: 071-11B-8505

REFERENCES:

DOD 5200.1-R, Information Security Program Regulation
AR 380-5, Department of the Army Supplement to DOD 5200.1-R (DODISPP).

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW SECURITY ACCESS ROSTER.

EVALUATION

CONDITIONS:

Given a unit security access roster, input of personnel to be added or deleted, and AR 604-5 with local supplements or SOP.

STANDARDS:

As a minimum, insure that:

1. Personnel on the security access roster are those designated by the commander as having a need to know or a need for access.

2. When applicable, the name, rank, degree of clearance, and degree of access authorized are reflected on the security access roster.

3. When necessary, personnel are debriefed and terminated from the security access roster when such clearance is no longer required.

4. Recommendations are made to the approving authority (i.e., commander, S2 officer) of personnel who should be terminated from the security access roster whenever a valid reason exists that the individual's conduct, activities, or attitude may jeopardize security.

TRAINING

1. A security access roster is maintained for those locations within a unit which require a high degree of security. Only those individuals who work in the secured area or those designated by the approving authority (i.e., the commander) to have access to the area in the performance of their duties may be allowed entrance. Some examples of areas which may require the preparation of access rosters includes rooms where classified briefings or classes are being conducted and tactical operation centers (TOC and secured communication facilities areas).

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2. A security access roster requires name, rank, degree of clearance, and degree of access authorized (if the area contains classified information). Other areas not containing classified information may only require the name and rank of the individual authorized by the commander to enter.

3. You should be able to insure that the names of personnel who are under a flagging action or whose activities or attitudes may jeopardize security are removed from the security access roster.

4. AR 604-5 (Clearance of Personnel for Access to Classified Defense Information and Material), local supplements and unit SOPs, normally will outline what information is to be placed on the access roster and how often it is to be updated.

TASK NUMBER: 071-11B-8506

REFERENCE:

AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material.

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TRAINING AND EVALUATION OUTLINE

TASK
INSPECT SMALL ARMS AND SMALL ARMS AMMUNITION STORAGE FACILITIES.

EVALUATION

CONDITIONS:

Given a unit small arms/ammunition storage facility, AR 190-11, AR 190-13, unit/higher headquarters physical security SOP, and/or locally produced security checklists.

STANDARD:

As a minimum, a physical security inspection of a unit arms/ammunition storage facility will be scheduled and conducted in accordance with AR 190-13.

TRAINING

1. GENERAL. Physical security inspections will be scheduled and conducted in accordance with AR 190-13. In addition to the required inspections, commanders or their designated representatives will conduct unannounced inspections as frequently as deemed appropriate to insure that weapons and ammunition are properly inventoried and secured.

2. SECURITY CHECKLIST (Figure 1). The checklist in figure 1 is intended for use only as a guide. This checklist must not be viewed as entirely complete or as all-encompassing. In individual situations, there may be items of physical security interest and importance which are not included. The person conducting the inspection must be alert for such items and not be content merely to check off the items on the checklist. The checklist in figure 1 may be adopted and reproduced locally with appropriate heading, general information spaces, and columnar headings with boxes for "yes," "no," and similar checks.

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1. Waivers/Exceptions For Arms/Ammunition Storage Facilities.

a. Has a waiver/exception been granted for specific requirements of AR 190-11? If the waiver was granted, is it valid?

b. Are the specific requirements set forth in the granted waiver/exception being complied with?

c. Are compensatory measures on which the waiver/exception is based in effect and are they appropriate to provide sufficient security to insure reasonable protection for the property contained in the storage facility?

2. Building(s) which are for arms storage only.

a. Is the building used to secure only small arms and not for any unrelated activity?

b. Are the walls constructed of masonry (concrete block, brick) or reinforced concrete with concrete floors?

c. Are roof structures and/or ceilings of fire resistant construction which provide an equal or greater degree of security as the approved protection of windows and doors?

d. Are the number of doors and windows limited to the essential minimum?

e. Is the building posted as a restricted area?

f. Are the windows protected with steel mesh or steel bars?

g. Is the steel mesh secured to a steel frame securely attached to the building with the fastenings inaccessible from the building exterior?

h. Are the ends of the steel bars securely embedded in the structure of the building or welded to a steel frame securely fastened to the building with the fastenings inaccessible from the building exterior?

i. Are all windows locked at the close of the business day?

j. Are all doors constructed of materials that will render access by force extremely difficult?

k. Are all doors, except the main entrance, secured on the inside by locking bars?

l. Are door frames fastened to the building in a manner which prevents them from being separated from the casing?

m. Is the main entrance door secured by at least one high security padlock?

n. Are outswinging doors mounted on fixed pin security type hinges, safety stud hinges, or the equivalent?

o. Is there adequate exterior and interior lighting?

Figure 1. PHYSICAL SECURITY INSPECTION CHECKLIST FOR UNIT FACILITIES FOR SMALL ARMS AND SMALL-ARMS AMMUNITION (AR 190-11).

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3. Buildings Which Contain An Arms Storage Room.

a. Are procedures established and stringently applied to reduce the opportunity for unobserved access to the arms storage room within the building?

b. Do internal procedures include prevention of loitering in close proximity to the arms room either inside or outside the building?

4. Arms Storage Room Within a Building.

a. Is the arms room posted as a restricted area?

b. Is the number of windows limited to the essential minimum?

c. Are the windows protected with steel mesh or steel bars?

d. Is the steel mesh secured to a steel frame securely attached to the building with the fastenings inaccessible from the building exterior?

e. Are the ends of the steel bars securely embedded in the structure of the building or welded to a steel frame securely fastened to the building with the fastenings inaccessible from the building exterior?

f. Are all windows locked at the close of the business day?

g. Does the arms room provide triple barrier protection?

h. Are the doors constructed of steel bars welded to a grid with openings of 32 square inches or less, or a solid wooden door covered on the outside with steelplates of at least 12 gauge?

i. Are door hinges of the fixed pin security hinge type or of a type which provides equivalent security?

j. Unless safety stud hinges are used, are exposed hinge pins spot welded or otherwise secured to prevent removal?

k. Are all doors used for access to the arms room locked with approved locking devices?

l. Is the locking device on the most secure door a high security padlock and hasp?

m. Is at least one approved locking device on each door of the triple barrier system?

n. If the arms room is equipped with a steel vault type door, does it have a built-in three position, dial type, changeable combination lock?

o. Are doors not used for access to the arms room of equivalent structural strength as adjacent walls and secured in such a manner as to preclude access to the locking device from the outside?

Figure 1. (Cont'd)

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p. If a wire-mesh cage is used for the temporary storage of small arms is it constructed in conformance with OCE Standard Drawing 40-01-41 and 40-21-01 and kept under continual surveillance?

q. Is a prefabricated cage used to reinforce arms room as an inner liner in order to provide additional delay to forced entry? If so, is it utilized only when structual standards for the arms room cannot be met?

r. In temporary buildings are the exterior walls of the arms room of double wooden-wall thickness (standard stud construction)?

s. In temporary buildings, are the interior walls, ceilings, and floor constructed to insure that at least one side of the surface is 1 inch doublenail tongue-and-groove wood sheathing or a material that will provide a similar degree of security?

5. Arms Racks.

a. Are all arms racks or containers locked with approved locking devices when not in use?

b. Are the arms racks fastened together and to the wall or floor with bolts or with approved chains equipped with at least secondary locking devices?

c. Do those racks utilizing hinged locking bars have the hinge pins welded or otherwise secured to prevent easy removal?

d. Do locally fabricated arms racks provide as a minimum, security equivalent to standard issue racks?

e. Are all racks so constructed that when locked a weapon cannot be removed by partially disassembling it?

f. Are crew-served weapons and other weapons which will not fit into issue racks, secured in containers constructed of at least 22 gauge steel?

g. If Class 5 weapons container (Map and Plan Security Cabinet) is utilized by small isolated units having few weapons, is the container adequately augmented by other physical security measures?

h. If lockers are being used as a substitute for racks, are they fastened to the structure?

i. Are the hasps of the lockers installed so that they cannot be removed?

j. Are the lockers equipped with approved locking device?

k. Are the hinges of the lockers installed so that they cannot be removed?

6. Administrative Control Procedures.

a. Are all weapons serial numbers entered in unit and/or station property records and kept current at all times?

b. Are all weapons not in bulk storage inventoried by serial number at least once each month?

Figure 1. (Cont'd)

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c. Are written records of weapon inventories accomplished and maintained?

d. Are weapons in bulk storage or in depots properly inventoried and the inventories made into written records?

e. In addition to scheduled weapon inventories, are frequent unscheduled inventories conducted?

f. When more than one unit utilizes the same arms room or weapons storage facility, are weapons separated and identified by unit?

g. When more than one unit utilizes the same arms room or weapons storage facility, does each unit maintain individual accountability for its own weapons?

h. Are individuals issued weapons cards?

i. Is the weapons card turned in to the arms room when the weapon is drawn?

j. Do individuals sign a weapons receipt register when weapons are removed from the arms room?

k. Have written procedures been established for issuing weapons and ammunition during emergencies or field exercises, or at other times when operational necessity dictates a need for this equipment to be issued quickly?

l. Is the arms or ammunition storage facility checked periodically by a security or guard patrol, or unit personnel?

m. Are all checks recorded?

n. Are individuals who are in possession of weapons or ammunition warned of their responsibilities and the inherent danger involved in the loss of weapons and ammunition?

7. Key and Lock Control.

a. Are keys to arms storage buildings, rooms, racks, and containers maintained separately from other keys and accessible only to those individuals whose official duties require access to them?

b. Is a current roster of these individuals kept within the unit?

c. Is the number of keys held to the essential minimum?

d. Is the custody of keys transferred between authorized individuals only after both parties have conducted a visual inventory of weapons to include total count of weapons on hand?

e. Is the change of custody of keys properly recorded?

f. After duty hours, are the keys locked in a secure receptacle away from the storage area or in the custody of the responsible duty officer/NCO or charge-of-quarters?

g. Are keys left unattended or unsecured at any time?

Figure 1. (Cont'd)

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h. Is the removal of keys to arms storage buildings, rooms, racks, and/or containers from the installation permitted?

i. Is the use of master keys permitted?

j. Are locks replaced when keys are lost, misplaced, or stolen?

k. Has a key/lock custodian been appointed on orders?

l. Is a key control register maintained at all times to insure the administrative accountability for keys?

m. Does the key control register contain the signature of the individual receiving the key, date/hour of issuance, serial number of keys, initials of the person issuing the keys, date/hour key was returned and the signature of the individual receiving the returned key?

n. Are padlocks locked to the staple or hasp when the area or container is open?

o. Are inventories of keys and locks conducted quarterly?

p. Are locks and locking devices securing weapons rotated at least annually?

q. Are tools located in the vicinity of the arms storage area secured in a locked container?

8. Control Procedures for Safeguarding Ammunition and Explosives.

a. Is ammunition stored in the unit arms room, authorized by higher headquarters, inventoried daily and stored and controlled as stipulated by chapter 3 of AR 190-11, and safety regulations?

b. Is the ammunition assigned on unit property records inventoried monthly?

c. Is a written record made of all ammunition inventories.

d. Is the area where ammunition/explosives are stored posted as a restricted area?

e. When more than one unit uses the same ammunition storage facility are the stocks separated and identified by unit?

f. Are there written security procedures established which designates one unit responsible for the security of the storage facility?

g. Is ammunition in unit arms room stored in separate locked containers?

h. Is the container firmly secured to the structure?

i. Is the ammunition storage area secured with a high security padlock and hasp?

j. Are ventilators, or other openings affording access to individuals or dangerous objects, equipped with steel mesh or other material offering equivalent protection?

k. Is the control and accountability of keys to ammunition/explosive storage proper?

Figure 1. (Cont'd)

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l. Are locks securing ammunition/explosive storage areas rotated at least annually?

m. Is loose ammunition assigned on the unit property records not in banded containers physically counted?

n. Does the monthly inventory of ammunition include an inspection and count of crated ammunition to insure that bands and seals are intact?

o. Does monthly inventory of ammunition in banded containers include lot number?

p. Have agencies or organizations responsible for securing large quantities of ammunition (i.e., bulk storage in depot, installation ammunition supply points, prestock points) insured that an accurate system of accounting and inventory such as cyclic inventory, is established and maintained?

q. Does the basic load ammunition storage room meet, to the extent possible, the same construction requirements as established for small-arms storage rooms?

r. Are all doors secured with approved locking devices?

s. Are fire-control measures and symbols posted?

9. Security of Privately Owned Weapons.

a. Are privately owned weapons and ammunition or authorized war trophy firearms secured in locked containers, separate from military weapons and ammunition in the unit arms room?

b. Is the retention and storage of incendiary devices and explosives permitted?

c. Has a receipt been issued for each privately owned weapon stored in the unit arms room?

d. Is the receipt retained in the arms room when the weapon is in the possession of the individual owner?

e. When the weapon is properly stored in the unit arms room, is the receipt in the possession of the individual owner?

f. Are privately owned weapons withdrawn from the unit arms room only after written approval of the unit commander or his authorized representative?

g. Are applicable state and local laws regarding registration and possession of firearms posted on the unit bulletin board?

h. Are newly arrived personnel briefed on the provisions governing the possession and use of privately owned weapons?

i. Does the commander conduct unannounced inspections to insure proper storage and control of privately owned weapons?

Figure 1. (Cont'd)

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10. Loss, Theft, or Recovery of Weapons/Ammunition and Explosives.

a. How many weapons, if any, have been lost or stolen within the last 12 months?

b. How many lost or stolen weapons, if any, have been recovered during the past 12 months?

c. How many weapons, if any, have been the subject of a report of survey during the past 12 months?

d. If a loss, theft, or recovery of weapons, demolitions, or explosives has occurred, was the local provost marshal notified promptly?

11. Intrusion Detection (ID) Systems.

a. Are intrusion detection systems installed at permanent small arms storage areas?

b. If not, have these systems been requested by the commander?

c. Has an SOP been published for the operation and maintenance of an ID system?

d. Does the SOP include --

(1) Instruction for daily testing activation/deactivation and response?

(2) Requirement that a log be maintained indicating alarm activations by date, time, and type of activation (actual or false).

e. If the ID system has proven unreliable (excessive false alarms), is the system at fault or is it the result of faulty installation?

f. According to the users' evaluation, is the system adequate?

g. At the time of this inspection, was the system functioning properly?

h. Is the system suitable for its present location and environment? If not, explain in remarks.

i. Is the system capable of accomplishing the job that the responsible using official expects it to accomplish?

j. Does the responsible official user understand that the protective alarm system is designed to detect, not prevent unlawful intrusion into the protected area or beyond a predetermined point of approach to a protected object?

k. Is security of the system provided by the use of physical security measures being built into the system, such as --

(1) Height of reporting lines on poles?

(2) The depth that reporting lines are buried in ground?

(3) Use of shielded transmission and power lines?

Figure 1. (Cont'd)

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(4) Control of access to the system equipment?

(5) Use of seals on controls and exposed adjustment mechanisms?

(6) Placement of transmission and power lines inside walls or metal conduit?

l. If local annunciator is used and is displayed on exterior of a building, is it protected from the weather or willful tampering?

m. Is the system underwriter approved?

n. Was the system installed by underwriter approved service personnel?

o. Is the system equipped with a 2-position lock switch for on and off operation?

(1) Are there at least 2 keys available?

(2) Are adequate key controls exercised?

(3) Can the system be turned on and off from outside?

p. In addition to the on and off switch, is the system equipped with electrical shunt type switches for testing?

q. Is it a multiple purpose system (smoke, water, heat, etc.)?

r. Is the system equipped with a pilot light or with any other type of operational readiness indicator?

s. If an AC power supply is used, is the system designed to operate by automatic switching to DC power when necessary to provide continuous protection? (Standby battery in place)

t. Is the system designed to make an uninterrupted and silent protective circuit transfer with only a local visible indicator to signal when such transfer occurs?

u. Can activating devices be unobtrusively operated?

v. Are properly cleared personnel used to maintain system?

w. Is the alarm system properly maintained by:

(1) Trained local maintenance personnel?

(2) Readily available trained commercial type maintenance personnel?

(3) An appropriate service contract?

x. Are records kept of all alarm signals received to include --

(1) Time?

(2) Date?

Figure 1. (Cont'd)

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(3) Location?

(4) Action taken?

(5) Cause for alarm?

y. Is the system tested prior to activating it for nonoperational periods?

z. Are frequent tests conducted to determine the adequacy and promptness of response to alarm signals?

aa. Is there any inherent weakness in the system itself?

ab. Is it connected to a capable response element?

ac. Are activating devices appropriately located and sufficient in number?

ad. Is the equipment visible to public view?

ae. When system is activated, is it audible on the premises?

af. Are independent transmission lines utilized?

ag. Are adequate spare parts, such as fuses and bulbs, readily available to user?

ah. Are user personnel capable of conducting minor maintenance and installing fuses and bulbs as required?

ai. Is a duress capability built into the system when an authorized person deactivates the system under duress?

Figure 1. (Cont'd).

TASK NUMBER: 071-11B-8507

REFERENCES:

AR 190-11, Physical Security of Weapons, Ammunition, and Explosives
AR 190-13, The Army Physical Security Program
FM 19-30, Physical Security

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CHAPTER 2

SENIOR INFANTRY SERGEANT

SECTION X

FIRST SERGEANT DUTY POSITION

TRAINING AND EVALUATION OUTLINES

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TRAINING AND EVALUATION OUTLINE

TASK
PROTECT THE RIGHTS OF AN ACCUSED OR SUSPECTED INDIVIDUAL.

EVALUATION

CONDITIONS:

Given a copy of DA Form 3881 (Rights Warning Procedure/Waiver Certificate) and an individual suspected or accused of committing a violation of the UCMJ. The individual will have to be questioned and a search conducted, if necessary.

STANDARDS:

1. Insure prior to questioning that the suspect or accused has been informed of his rights under Article 31 and his right to counsel and that he understands those rights.

2. Insure that the suspect or accused has waived his right to a lawyer and his right to remain silent before he is questioned. DA Form 3881 should be utilized before questioning when an individual waives any of his rights.

3. If a search is necessary, insure that the search meets one of the following criteria: it is authorized by proper authority based on probable cause, or it is part of an apprehension and is based on consent of the suspect or accused, or it is immediately necessary to prevent removal of criminal goods.

TRAINING

SECTION I. INDIVIDUAL RIGHTS

1. The company commander is responsible for both enforcing the law and protecting the rights of the individual soldier. As the senior enlisted soldier of the company and advisor to the commander, the first sergeant is responsible for assisting the commander in exercising his authority. The discipline and morale of the soldier may depend on how wisely this authority is exercised. Therefore, you must fully understand the soldier's rights.

2. The soldier's individual rights must be protected. There are several fundamental rights and safeguards which must be considered in any case involving suspected criminal conduct. These rights are discussed below:

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a. **Presumption of Innocence.** Under the American system of law, every man is presumed innocent until he is found guilty beyond a reasonable doubt. A fair and just decision can be made only after all the evidence relating to the guilt or innocence of an accused has been heard. While charges are being processed for trial, a commander may want to confine or restrict the accused soldier. To determine whether this can be done, the commander must consider that confinement deprives a soldier of his liberty during a time when he is presumed innocent. Thus, a soldier may be confined **only** when he is pending court-martial or when it appears that restraint is necessary to make sure that he will be at trial. Convenience to the commander is not a strong enough reason to deprive a soldier of his freedom. Pre-trial confinement cannot be used as punishment.

b. **Search and Seizure.** Our Constitution protects every citizen from **unreasonable** searches and seizures. However, this right to privacy is not an absolute right. Our courts have balanced the rights of the individual against the needs of society and have established rules for determining when a search is reasonable. If you gain evidence from an unreasonable search of a soldier's person or property, then the evidence cannot be used against him in a trial. This "exclusionary rule" was developed to prevent the indiscriminate invasion of privacy by government officials. Under military law, a company commander has the power to authorize a search. In order to use evidence found during a search in criminal proceedings against a soldier, he must follow certain guidelines.

c. **Article 31 and Right to Counsel.** Our laws provide that no one can be forced to incriminate himself and that anyone suspected of having committed a crime has the right to consult with a lawyer. At an early date, Congress realized that young soldiers do not completely understand their rights and may be intimidated merely by the presence of a superior. Thus, under military law no one may question a suspect without first insuring that the suspect understands the nature of the offense, his right to remain silent, that anything he says or does may be used against him in a criminal proceeding, and his right to counsel. If these rights are violated or if the soldier is not informed of them, no evidence gained from the suspect may be used in a court-martial against the individual. The company commander must protect the rights of his men and, at the same time, preserve the government's case. He protects both the suspect and the Army by insuring that his officers and noncommissioned officers understand and comply with Article 31, UCMJ, and the right to counsel requirements.

d. **Prompt Action on Offenses.** A soldier accused of a crime has the right to be told the charges against him as soon as possible so that he can prepare his defense and so that his guilt or innocence can be determined speedily. This right to a "speedy trial" is guaranteed by the Sixth Amendment to the Constitution and assists both the government and the accused. Witnesses are likely to leave the area during a delay and testimony given soon after an incident is more reliable than that given after a long period of time.

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e. **The Adversary System.** At a court-martial, it is the responsibility of the trial counsel to represent the government and it is the responsibility of the defense counsel to represent the accused. Each counsel is duty-bound to do all that he can within the law to represent the interest of his client. At times, defense tactics may lengthen the trial and even irritate individuals who want to see the trial proceed at a faster pace. However, each commander must keep constantly aware that it is our country's policy to see that each man charged with a crime has the opportunity to present the best defense available to him. This "adversary system" usually results in all issues being brought before the court so that those who must weigh the evidence can make a just decision.

SECTION II.

LAWFUL SEARCH AND SEIZURE AND THE ARTICLE 31 WARNING AND RIGHT TO A LAWYER.

1. To see that the rights of the individual are protected and that the government's case is not damaged, you must understand how to conduct a legal search and seizure, who has the authority to search, the Article 31 Warning, and the right to a lawyer. The following discussion tells you what you must do and what you cannot do.

2. There are three ways in which a company commander may lawfully seize the property of a man in his unit.

a. **Lawful Searches and Seizures.** A commander may authorize a search of people or property under his control based on probable cause. A search is a quest for evidence to be used in a criminal prosecution. The search authorized by the commander based on probable cause is discussed with other types of legal searches in paragraph 3 below. Evidence seized as a result of a lawful search is admissible against an individual in a court-martial.

b. **Inspections.** A commander has inherent authority to conduct legitimate inspections including unannounced shakedown inspections. The purpose of an inspection is to promote the health, welfare, and safety of the personnel in the unit. For example, the commander may want to insure that his men have their equipment clean, maintained, and properly stored and that they have no dangerous articles such as ammunition carried from the range. The inspection must apply in the same way to all soldiers in the area. It may extend to an examination of all their belongings that are kept within their living area. Although an inspection doesn't have to be previously announced, it must have a legitimate purpose and cannot be a trick or pretext to conduct what is really an unlawful search. The commander who decides to conduct his first "inspection" when he hears about a barracks theft, and then starts his inspection near the living area of his prime suspect will not convince anyone that he was "inspecting" rather than "searching." An inspection is not a search and is not based on the commander's belief that a crime has been committed. However, evidence of criminal conduct discovered during a **legitimate inspection** can be used as evidence in a trial by court-martial.

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c. **Inventories.** When a soldier is AWOL, about to be confined, or detained by civilian authorities, an inventory of the soldier's personal belongings is required. Evidence uncovered as a result of this inventory is admissible in a court-martial.

3. A search and seizure are lawful in the following situations:

a. **Apprehension.** A soldier can be searched at the time and place of a lawful apprehension. The purpose of the search is to discover weapons and to prevent the destruction of evidence. The search is limited to the person of the soldier and the area within his immediate control. (This area may include a nearby open wall locker within his reach, but does not include the entire room.) Any commissioned officer, noncommissioned officer, or military policeman may apprehend a suspect based on a reasonable belief that he has committed an offense and conduct a search incident to that apprehension.

b. **Searches Authorized by the Commander.**

(1) **Areas Subject to Search.** Paragraph 152 in the **Manual for Courts-Martial** gives a commander the authority to conduct or direct a search of any person or property located in a place under his control **if** there is **"probable cause"** to justify the search. A company commander could authorize a search in his company area, the battalion commander within the battalion area, etc.

(2) **Requirement of Probable Cause.** Before the commander can authorize a search of a person or area under his control, he must have **probable cause** to believe that --

(a) A **crime** is being committed or has been committed.

(b) The **person** to be searched **committed** or is **involved** in the crime.

(c) The **evidence** of the crime is now where the commander plans to search.

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(d) The **information** and the **source** of the information are **reliable.** There must be more than mere suspicion in the mind of the commander, but absolute proof beyond a shadow of a doubt is not required. In other words, probable cause lies somewhere between suspicion and actual knowledge. The commander must **personally** decide, from the information given to him, that the contraband or evidence of a crime is **at that time** likely to be in the possession of the individual or in the place to be searched. The commander's decision that there is probable cause must be reasonable and must be based on fact. It cannot be based only on the conclusions of others. It is not sufficient that a CID agent, a first sergeant, or an informant has facts to provide probable cause, **unless** those facts are given to the man who orders or authorizes the search – the commander. The commander must believe that the person furnishing the information is **reliable** and that he had a **sound basis** for his information. A commander may delegate his authority to authorize searches based on probable cause to responsible individuals. The delegation of authority should be in writing. The person who has been delegated the authority must make the same determination that probable cause exists which is discussed above.

c. **Search Warrant.** A search may be authorized by a warrant issued by a military judge or military magistrate. The warrant is issued based on a sworn affidavit setting forth the facts which establish probable cause.

d. **Consent Search.** A person may consent to a search of his person or property. Because consent is a waiver of the individual's right to be free from unreasonable searches, the burden on the government to establish a free and voluntary consent is quite heavy. The individual should be told he does not have to consent to the search and that any evidence found during the search can be used against him in a criminal prosecution. It is advisable to have the commander obtain an individual's consent to search in writing with a witness present.

e. **Immediate Necessity.** If there is probable cause to believe that criminal goods or evidence is in immediate danger of removal or destruction and if there is not time to secure authorization from the commander, a lawful search may be made. It is difficult to justify a search based on immediate necessity, and this basis for a search should be used only as a last resort.

4. A confession or admission by a suspect who has not been warned of his rights under Article 31, UCMJ, and informed of his right to a lawyer may mean that the confession or admission will not be admitted as evidence in a court-martial. It is possible that an accused may still be convicted because of other evidence of guilt which **is** admissible. The failure to warn does not mean automatic acquittal; it means that the confession or admission cannot be used in a court-martial. The following procedure must be carefully followed in questioning a suspect to insure that his statements are admissible in court proceedings.

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a. Use the following statement to **inform the individual** of his rights:

"You are suspected of committing the following offense(s): which is (are) violation(s) of the Uniform code of Military Justice. Before I ask you any questions, you must understand your rights. You have the right to remain silent. Any statement you do make may be used as evidence against you in criminal or administrative proceedings.

"You have the right to consult with a lawyer before being asked any questions and to have the lawyer present with you during questioning. You may hire a civilian lawyer at no cost to the government or a military lawyer will be detailed for you at no cost to you. In addition, the detailed military lawyer may be a military lawyer of your own selection if he is reasonably available. Even if you decide to answer questions now without having a lawyer present, you may stop answering questions until you consult with a lawyer."

b. After this statement is made, the suspect should be asked if he **understands** his rights.

(1) When the person informing the suspect of his rights is satisfied that the suspect understands these rights, then the following two questions should be asked:

(a) "Do you want a lawyer?"

(2) "Do you want to answer any questions or make a statement?"

(2) The suspect may indicate that he wants to waive his right to remain silent and his right to consult with a lawyer. He must waive these rights freely, knowingly, and intelligently. He may then be questioned concerning the offense and a statement should be obtained. If the suspect indicates that he wants to see a lawyer, questioning must stop until he has consulted a lawyer. The Officer of the Staff Judge Advocate will provide a military lawyer. If the accused or suspect indicates that he does not want to answer questions, then he should not be questioned. In any case, it is important that the interviewer does not use a tone of voice or manner which could make the suspect think that he is being threatened or which plays down the importance of the warning. If this is done, it may later be held that the suspect's willingness to answer questions was gained by coercion or improper means. If that happens, then his statement would not be admitted in a trial by court-martial. A company commander may decide not to question a suspect if other evidence is available. It is a good procedure to get the waiver of rights in writing. DA Form 3881 (figure 1) should be utilized whenever possible.

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RIGHTS WARNING PROCEDURE/WAIVER CERTIFICATE

For use of this form, see AR 190-30; the proponent agency is the Office of the Provost Marshal General.

LOCATION	DATE	TIME	FILE NUMBER

LAST NAME, FIRST NAME, MIDDLE NAME	SOCIAL SECURITY NUMBER	GRADE/STATUS

ORGANIZATION OR ADDRESS

RIGHTS WAIVER CERTIFICATE

RIGHTS

The investigator whose name appears below told me that he is with the United States Army _____ and wanted to question _____ me about the following offense(s) of which I am suspected/accused: _____

Before he asked me any questions about the offense(s), however, he made it clear to me that I have the following rights:

1. I do not have to answer any questions or say anything.
2. Anything I say or do can be used as evidence against me in a criminal trial.
3. *(For personnel subject to the UCMJ)* I have a right to talk to a lawyer before or after questioning or have a lawyer present with me during questioning. This lawyer can be a civilian lawyer of my own choice at my own expense or a military lawyer detailed for me at no expense to me. Also, I may ask for a military lawyer of my choice by name and he will be detailed for me if his superiors determine he is reasonably available.

3. *(For civilians not subject to the UCMJ)* I have a right to talk to a lawyer before or after questioning or have a lawyer present with me during questioning. If I cannot afford a lawyer and want one, arrangements will be made to obtain a lawyer for me.
4. If I am now willing to discuss the offense(s) under investigations, with or without a lawyer present, I have a right to stop answering questions at any time or speak to a lawyer before answering further, even if I sign the waiver below.

WAIVER

Understanding my rights as stated above, I am now willing to discuss the offense(s) under investigation without a lawyer being present.

WITNESSES *(If available)*:

_____ *Signature of interviewee*

_____ *Signature of investigator*

_____ *Organization or address and phone*

_____ *Typed name of investigator*

_____ *Organization or address and phone*

_____ *Investigator's organization*

NON-WAIVER

I do not want to give up my rights:

☐ I want a lawyer.
☐ I do not want to be questioned or say anything.

_____ *Signature of interviewee*

ATTACH THIS WAIVER CERTIFICATE TO ANY SWORN STATEMENT (DA FORM 2823) SUBSEQUENTLY EXECUTED BY THE SUBJECT SUSPECT/ACCUSED

DA FORM 1 JUL 72 3881 REPLACES DA FORM 2820, 1 OCT 67, WHICH IS OBSOLETE.

Figure 1.

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RIGHTS WARNING PROCEDURE

A. THE WARNING

Inform the suspect/accused of:

1. Your official position.
2. Nature of offense(s).
3. The fact that he is a suspect/accused.

Then advise the suspect/accused of his rights as follows:

"BEFORE I ASK YOU ANY QUESTIONS, YOU MUST UNDERSTAND YOUR RIGHTS."

1. YOU DO NOT HAVE TO ANSWER MY QUESTIONS OR SAY ANYTHING.

2. ANYTHING YOU SAY OR DO CAN BE USED AS EVIDENCE AGAINST YOU IN A CRIMINAL TRIAL.

3. *(FOR PERSONNEL SUBJECT TO THE UCMJ)* YOU HAVE A RIGHT TO TALK TO A LAWYER BEFORE OR AFTER QUESTIONING OR HAVE A LAWYER PRESENT WITH YOU DURING QUESTIONING. THIS LAWYER CAN BE A CIVILIAN LAWYER OF YOUR OWN CHOICE AT YOUR OWN EXPENSE OR A MILITARY LAWYER DETAILED FOR YOU AT NO EXPENSE TO YOU. ALSO, YOU MAY ASK FOR A MILITARY LAWYER OF YOUR CHOICE BY NAME AND HE WILL BE DETAILED FOR YOU IF HIS SUPERIORS DETERMINE HE IS REASONABLY AVAILABLE.

3. *(FOR CIVILIANS NOT SUBJECT TO THE UCMJ)* YOU HAVE A RIGHT TO TALK TO A LAWYER BEFORE OR AFTER QUESTIONING OR HAVE A LAWYER PRESENT WITH YOU DURING QUESTIONING. IF YOU CANNOT AFFORD A LAWYER AND WANT ONE, ARRANGEMENTS WILL BE MADE TO OBTAIN A LAWYER FOR YOU.

4. IF YOU ARE NOW WILLING TO DISCUSS THE OFFENSE(S) UNDER INVESTIGATION, WITH OR WITHOUT A LAWYER PRESENT, YOU HAVE A RIGHT TO STOP ANSWERING QUESTIONS AT ANY TIME OR SPEAK TO A LAWYER BEFORE ANSWERING FURTHER, EVEN IF YOU SIGN A WAIVER CERTIFICATE.

Make certain the suspect/accused fully understands his rights.

B. THE WAIVER

"DO YOU WANT A LAWYER AT THIS TIME?"
(If the suspect/accused says "yes," stop the questioning until he has a lawyer). (If the suspect/accused says "no," ask him the following question).

"AT THIS TIME, ARE YOU WILLING TO DISCUSS THE OFFENSE(S) UNDER INVESTIGATION?"
(If the suspect/accused says "no," stop the interview and have him read and sign the non-waiver section of the waiver certificate on the other side of this form). (If the suspect says "yes," have him read and sign the waiver section of the waiver certificate on the other side of this form).

C. SPECIAL INSTRUCTIONS

WHEN SUSPECT/ACCUSED REFUSES TO SIGN WAIVER CERTIFICATE: If the suspect/accused orally waives his rights but refuses to sign the waiver certificate, you may proceed with the questioning. Make notations on the waiver certificate to the effect that he has stated that he understands his rights, does not want a lawyer, wants to discuss the offense(s) under investigation, and refuses to sign the waiver certificate.

IF WAIVER CERTIFICATE CANNOT BE COMPLETED IMMEDIATELY: In all cases the waiver certificate must be completed as soon as possible. Every effort should be made to complete the waiver certificate before any questioning begins. If the waiver certificate cannot be completed at once, as in the case of street interrogation, completion may be temporarily postponed. Notes should be kept on the circumstances.

PRIOR INCRIMINATING STATEMENTS:

(1) If the suspect/accused has made spontaneous incriminating statements before being properly advised of his rights, he should be told that such statements do not obligate him to answer further questions.

(2) If suspect/accused was questioned as such previously without being properly advised of his rights, he should be told that statements made at that time cannot be used against him and do not obligate him to answer further questions.

NOTE: If (1) or (2) apply, the fact that the suspect/accused was advised accordingly should be noted on the waiver certificate and initialed by the suspect/accused.

Figure 1. Cont'd

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(3) If the person being interviewed is not suspected of having committed an offense but is merely a witness to the offense or has knowledge of it, then there is no legal requirement to warn him of his rights. During the questioning, the interviewer may begin to suspect that the witness was involved in the offense. This may happen when it appears that the witness was actually an accomplice or an accessory to the crime. The interviewer should then stop the questioning, inform the witness of the offense of which he is now suspected, and advise him of his rights as indicated above.

TASK NUMBER: 071-11B-8520

REFERENCES:

Manual for Courts-Martial, United States, 1969 (Revised Edition) (MCM)
FM 27-1, Legal Guide for Commander

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TRAINING AND EVALUATION OUTLINE

TASK
SUPERVISE PREPARATION OF SWORN/UNSWORN STATEMENTS.

EVALUATION

CONDITION:

Given the requirement to supervise preparation of a sworn or unsworn statement from a soldier under your supervision.

STANDARDS:

1. Complete DA Form 3881 (Rights and Warning Procedure/Waiver Certificate) before questioning a suspect.

2. Prepare a statement on DA Form 2823 (Witness Statement) when possible.

3. Use the individual's own words and phrasing in the statement.

4. Be sure the statement answers the questions who, what, when, where, and why.

5. Follow local format requirements, but the form may be narrative or question and answer, or a combination of the two.

6. Have the statement signed by the maker. If applicable, statements will be sworn to in the presence of one authorized to administer oaths.

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TRAINING

1. Sworn and unsworn statements are required for a variety of personnel actions, courts-martial, Article 15s, UCMJ, and counseling. When a statement is required, the guiding principle for the drafter should be to answer the questions who, what, when, where, and why. A statement should name specific people, places, and events. For example, "John Jones" and "Tom Smith" give a statement meaning, whereas the terms "we," "they," or "them" are too indefinite to be helpful.

2. A statement is an oral or written account of facts given by a witness or suspect. A sworn statement is made when the witness or suspect states under oath that the content of his statement is true. For legal purposes, a written, sworn statement is the most desirable. You should be aware that when a suspect waives his rights under Article 31, UCMJ, and his right to counsel before making a statement and then refuses to sign the statement, the company commander may make a summary of his remarks. The contents of an oral statement, or a written one whether or not signed, may be admissible in a court-martial. Statements should be requested primarily from individuals who have direct, personal knowledge of the facts of a matter or incident. Opinions and conclusions without supporting facts reduce the value of a statement.

3. No special form is required to make a statement; however, DA Form 2823 (Witness Statement) provides a handy format (figure 1) which may be used for the sworn or unsworn statement of a witness. This form has no provisions for warning an individual of his rights since it is designed for a witness and not a suspect. Before it is used to obtain a statement from a suspect, insure that a DA Form 3881 (Rights and Warning Procedure/ Waiver Certificate) is completed. This provides a written record which reflects a suspect understands his Article 31 rights and right to counsel, but is willing to waive his right to remain silent.

4. You should be aware that only certain persons are authorized to administer oaths in taking a sworn statement. Article 136, UCMJ, delineates who may administer oaths. Investigating officers are authorized to administer oaths as are all adjutants. Judge advocates and all persons detailed to conduct an investigation are also authorized to administer oaths. When in doubt, contact the legal clerk at battalion or the Staff Judge Advocate's office.

5. In supervising the preparation of a statement, it is critical that you do not influence or give the appearance of influencing the composition of the statement. The language of the witness or suspect must be used even though it may be vulgar. This insures that the writing is the witness' own statement and is not a composition of yours or of the investigating officer. Written statements in a narrative or story form are preferred. Statements may also be written in a question-and-answer format, or they may be made using both forms.

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WITNESS STATEMENT

For use of this form, see AR 195-10 - TB PMG 3; the proponent agency is Office of the Provost Marshal General.

PLACE	DATE	TIME	FILE NUMBER

LAST NAME, FIRST NAME, MIDDLE NAME	SOCIAL SECURITY ACCOUNT NO.	GRADE

ORGANIZATION OR ADDRESS

SWORN STATEMENT

I,_____, WANT TO MAKE THE FOLLOWING STATEMENT UNDER OATH:

EXHIBIT	INITIALS OF PERSON MAKING STATEMENT	PAGE 1 OF _____ PAGES

ADDITIONAL PAGES MUST CONTAIN THE HEADING "STATEMENT OF___ TAKEN AT___ DATED___CONTINUED." THE BOTTOM OF EACH ADDITIONAL PAGE MUST BEAR THE INITIALS OF THE PERSON MAKING THE STATEMENT AND BE INITIALED AS "PAGE___OF___ PAGES." WHEN ADDITIONAL PAGES ARE UTILIZED, THE BACK OF PAGE 1 WILL BE LINED OUT, AND THE STATEMENT WILL BE CONCLUDED ON THE REVERSE SIDE OF ANOTHER COPY OF THIS FORM.

DA, FORM 1 JAN 68 2823

Figure 1.

2-X-A-2.2

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6. An appropriate oath for completing the sworn statement is:

"Do you swear that the statements you have made are the truth, the whole truth, and nothing but the truth?"

The officer administering this oath must sign his own name.

7. Statements may be handwritten. Under CABL, if typing is necessary, this will be done at the battalion personnel administration center. Any changes made in a handwritten or typed statement should be initialed by the maker to insure that he knew of and made the changes and to insure that the statement is not altered without the maker's knowledge. Any statement should be signed by the maker.

TASK NUMBER: 071-11B-8522

REFERENCES:

Manual for Courts-Martial, United States, 1969 (Revised Edition)
FM 27-1, Legal Guide for Commanders

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TRAINING AND EVALUATION OUTLINE

TASK
SUPERVISE PREPARATION OF A COURT-MARTIAL CHARGE SHEET (DD FORM 458).

EVALUATION

CONDITIONS:

Given a requirement to prepare a court-martial Charge Sheet (DD Form 458), a copy of FM 27-1, and access to the Manual for Courts-Martial.

STANDARD:

DD Form 458 will be prepared accurately in an original and 4 copies IAW FM 27-1, paras 4-3 through 4-6 and figures 4-1 through 4-4.

(NOTE: For the battalion operating under CABL, the typing of the charge sheet will be accomplished by the PAC. It is important, however, that the first sergeant know what a charge sheet is and its importance to the military justice system.)

TRAINING

1. The charge sheet is the basic document for court-martial action. Once the charge(s) and specification(s) have been prepared and signed under oath they are a public record and should not be altered except on the advice of a judge advocate. The charge sheet consists of four pages. It is best filled out using the procedure outlined in paragraphs 4-2 through 4-6, of FM 27-1, **Legal Guide for Commanders,** and the explicated sample formats in foldout figures 4-1 through 4-4 in the rear of that FM.

2. The following is a general outline of the requirements. The charge sheet is prepared in an original and four copies. The assistance of JAG is useful since careful preparation can help to dispose of the case efficiently. A poor job of preparing the form will cause delays and add to the administrative workload.

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a. Page 1 of the charge sheet provides information concerning the accused and administrative information dealing with the investigation. Note that filling out "data as to witnesses" does not constitute flagging action under AR 600-31. Failure to take a flagging action may result in loss of an essential witness who will not return to testify or who can only do so at great expense to the government. Any evidence and its location should be noted in the "Documents and Objects" section on page 1.

b. Page 2 includes the charges and specifications and is the most important part of the charge sheet. The charge indicates the Article of the UCMJ that was violated. The specifications state the facts and circumstances which constitute the violation. These must be clear in advising the accused of the date, time, place, and circumstances of the alleged offense. Note that cahpter XXVIII of the MCM contains the punitive articles which are the basis for the charges and specifications. The statement of proof at the end of each paragraph outlines the elements which are critical to prove the offense. These elements should be identifiable in the specifications. Appendix 6 of MCM contains model "fill-in-the-blank" specifications which are legally correct and will be used to fill out the charge sheet. Wording may not be changed without the advice of the SJA office (Chief of the Military Justice Division).

c. Page 3 contains the signature of the accuser. The accuser is usually the company commander, though any person subject to the UCMJ may act as accuser. Page 3 also includes the certificate which must be signed to indicate that the charges and specifications have been read to the accused. The last items are to be signed as a receipt by the summary court-martial authority, a 1st Indorsement will be signed by the appropriate court-martial convening authority, and the service of charges will be signed by the trial counsel.

d. Page 4 includes a section to be completed by the company commander indicating whether an Article 15 was offered or not. The "Record of Trial by Summary Court-Martial" completes the form and is used when a summary court is held.

3. This completes the charge sheet. For the battalion operating under CABL, the requirement continues to exist but the physical preparation of the document will be accomplished at the PAC.

TASK NUMBER: 071-11B-8523

REFERENCES:

FM 27-1, Legal Guide for Commanders

Manual for Courts-Martial, United States, 1969 (Revised Edition)

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TRAINING AND EVALUATION OUTLINE

TASK
SUPERVISE PREPARATION OF RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ (DA FORM 2627).

EVALUATION

CONDITION:

Given a situation requiring imposition of a company grade Article 15 or recommendation of a field grade Article 15, DA Form 2627, all available supporting documentation, and access to the Manual for Courts-Martial and AR 27-10.

STANDARDS:

Insure as a minimum --

1. The DA Form is complete and without error if the decision is made to conduct a company grade Article 15 or the action forwarded if a field grade Article 15 is recommended.

2. That all documentation is forwarded to the battalion commander if an appeal is requested.

3. Supplementary actions are properly prepared if required and forwarded as necessary to the next higher commander. CABL: For the battalion operating under CABL, the procedure and knowledge of Article 15 actions remains necessary for the first sergeant. The difference under CABL is that the battalion PAC will type the DA Form 2627, and a variety of overprint DFs and letters will be utilized to simplify the administrative requirements of legal actions.

TRAINING

1. When it is believed that an offense has been committed and a preliminary investigation has been conducted, it is important that the case be promptly disposed of. The company commander has several options. He may decide:

a. To take nonpunitive action such as admonitions and reprimands, corrective training, administrative reductions, and bars to reenlistment or reclassification.

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b. To take administrative action such as elimination actions and discharges.

c. To impose nonjudicial punishment; i.e., he may impose an Article 15 himself or recommend a field grade Article 15.

d. To prefer charges and recommend trial by court-martial.

2. Before taking action under Article 15, the company commander must satisfy himself that:

a. The alleged misconduct actually took place.

b. The misconduct was an offense under the UCMJ.

c. The accused soldier actually committed the offense.

d. The Article 15 is appropriate to the offense.

3. After making these determinations, the commander must determine whether he will impose an Article 15 or whether the offense warrants being referred to the battalion commander for a field grade Article 15. If the offense warrants referral to the battalion commander, then local policy will be followed in making this recommendation to the next higher commander and the procedure is completed for the company.

4. If the decision is made to consider imposing punishment by a company grade Article 15, then DA Form 2627 is the basic document. It tells you exactly what must be done and the sequence to do it in. The DA Form 2627 is the Record of Proceedings under Article 15 (see figure 1). It serves as a notification of intent to proceed with nonjudicial punishment proceedings as well as recording the actions in a logical order. Appendix 6c, Manual for Courts-Martial, provides models of specifications and charges which should be used to complete item 1 on the Article 15 Form. The specifications are listed under the relevant article.

5. The key to properly filling out the DA Form 2627 is simply to realize, as stated above, that the form is both a notification of intent to impose punishment as well as a logical progression of actions. The progression moves from notification of intent to a warning of rights. **Notes** on the rear of the form further enhance easy preparation of the form. Appendix E, AR 27-10, further expands this guidance and is the basic AR on military justice. Part III will include a brief list of attachments to include all documentary evidence, witness statements, accused statements, statements of appeal, and any supplementary actions. (**Task: Supervise preparation of sworn/unsworn statements** is relevant at this time.)

6. A soldier may demand trial by court-martial instead of accepting an Article 15. He has the right to consult a lawyer prior to making this decision. Consent to Article 15 proceedings is merely a waiver of the soldier's right to

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demand a trial. Consent to an Article 15 is not an admission of guilt. **The soldier is saying that he chooses to have his guilt or innocence determined by his commander rather than by a court-martial.** The soldier has a right to present evidence in defense, extenuation, and mitigation before the officer who is considering whether or not punishment should be imposed. He has the right to be accompanied by a spokesman and to have the proceeding open to the public if he desires.

7. Every soldier who receives an Article 15 has the right to appeal. The appeal may be based on the soldier's belief that he did not commit the offense or on his belief that the punishment imposed was too severe. You should be aware of this basic right and the general procedure which an appeal follows. If he opts to appeal (Part II, Item 9, DA Form 2627) then the form and all attachments will be forwarded to the next higher commander. The appeal must be made within a reasonable time after punishment was imposed. Although there are no definitive rules about what "reasonable time" means, an appeal made more than 15 days after punishment was imposed may be rejected as not having been made within a reasonable time unless some "extra-ordinary circumstances" exist. If the member files a timely appeal then the execution of any punishment involving correctional custody, extra duty or restriction will be stayed pending completion of the appeal unless the soldier requests otherwise.

8. Basically, the commander who acts on the appeal considers it as a request for reconsideration. The officer to whom the appeal is addressed can grant the appeal, deny the appeal, or grant part of the appeal. He may not increase the punishment imposed by the company commander. If the commander takes additional action such as suspension, mitigation, or remission then he must ask the soldier if he wishes to voluntarily withdraw his appeal. If the soldier refuses, or if the commander takes no modification action, the appeal must then be forwarded to the next higher commander. The appeal is made on DA Form 2627 together with any statements or evidence from the accused soldier. In addition, the commander imposing the Article 15 will make any statement he considers necessary to rebut a statement by the soldier.

9. Part III of the DA Form 2627 is used for the various supplemental actions which may be accomplished with the Article 15. As first sergeant of an infantry company you should have knowledge of military justice actions and procedures to advise the commander as he deems necessary and to insure the welfare of the troops. You must know the various supplemental actions possible under an Article 15 and the circumstances which warrant their use.

10. Supplemental actions under Article 15 are related to the commander's power of clemency. He has the power to suspend, remit, mitigate, or set aside punishment if in his judgment such action is warranted by the particular situation. These powers of clemency provide an effective tool to rehabilitate

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an offender that is often more valuable than the punitive power. Tied closely to the power of clemency is the commander's ability to vacate a previously suspended sentence if in fact the rehabilitative process is not successful.

11. Suspension of punishment is the first of the powers of clemency. When a punishment is suspended, all or part of the punishment is simply not put into effect for a specified time period. This results in a probationary period which permits the soldier to demonstrate his good conduct and efficiency. It provides the soldier with an incentive to stay out of trouble. The unexecuted part of the punishment may be suspended for a reasonable time not to exceed 6 months. The decision to suspend a reduction in grade may be done by regulation at any time within 4 months after the reduction has been imposed. Suspension should be considered in all cases though it is most effective in the case of a first offender. Bear in mind that no favorable personnel actions may be taken during the period of suspension.

12. If, during a period of suspension, the soldier commits further acts of misconduct, then the suspension may be vacated or terminated and the original punishment put into effect. While a formal hearing is not necessary to vacate a suspension, the soldier should, if possible, be given the opportunity to appear and rebut any derogatory or adverse information upon which the proposed vacation is based.

13. The next supplemental action to consider is the mitigation of the sentence. When a soldier has demonstrated by subsequent good conduct that he merits a decrease in punishment, the punishment may be reduced or mitigated. For example, 14 days extra duty may be reduced to 7 days or a forfeiture of pay may be reduced to a detention. Mitigation relates only to executed punishment except that a reduction in grade may be mitigated to a forfeiture or detention of pay even though it has been executed.

14. Under the same conditions when mitigation would be appropriate, the commander may consider remission of the sentence. Remission simply means the cancellation of the unserved portion of the sentence. A person may not be held beyond his ETS to complete a punishment imposed under Article 15. Also a discharge or other separation from the service remits an unexecuted punishment.

15. The last supplemental action to be considered is setting aside of the action. When it is clear that an injustice has been done then the action is set aside and all rights and privileges are returned. This type of action would be appropriate when for example, new evidence or information indicates that the soldier was innocent.

16. Any action relating to suspensions, mitigation, remission, or setting aside other than the appeal authority will be recorded in Part III, DA Form 2627 (Record of Proceedings under Article 15) in accordance will notes 10 and 11 on the reverse of the form. Note 11 provides suggested formats to be used for supplemental actions which may be required. If there is insufficient space to complete the action in Part III, then an attachment sheet may be used. When the supplemental action is initiated after the Article 15 action has been completed, then a separate form 2627 will be used. On this new form only the heading and Part III need be filled out.

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SEE NOTES ON REVERSE BEFORE COMPLETING FORM

RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ

For use of this form, see AR 27-10; the proponent agency is Office of The Judge Advocate General. 1/

Name and grade	SSN	Unit	Pay (Basic & Sea/Foreign)

PART I - INITIAL ACTION

1. I am considering whether you should be punished under Article 15, UCMJ, for the following misconduct: 2/

2. You have several rights under this Article 15 procedure. First, I want you to understand that I have not yet made a decision whether or not you will be punished, and I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense. You may ordinarily have a public hearing before me. You may bring a spokesman on your behalf. You may present witnesses and other evidence to show why you shouldn't be punished at all (matters in defense) or why punishment should be very light (matters in extenuation and mitigation). I shall consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. You are not required to make any statements at all, but if you do, they may be used against you in this Article 15 or in a trial by court-martial. If you do not want me to dispose of this report of misconduct under Article 15 you have the right to demand trial by court-martial instead. 3/ In deciding what you want to do you have the right to consult with a lawyer located at _____. You now have ____ hours to decide what you want to do. 4/

Date and time	Name, grade and organization of commander	Signature

3. Trial by court-martial ☐ is ☐ is not demanded. 5/ 4. A spokesman ☐ will ☐ will not accompany me. 5/

5. Matters in defense and/or extenuation: ☐ are not presented ☐ are attached hereto ☐ will be presented in person. 5/

6. An open hearing ☐ is ☐ is not requested. 5/

Date	Name and grade of service member	Signature

7. I have considered all matters presented in defense and/or extenuation and mitigation. 6/ The following punishment(s) (is) (are) imposed: 7/

8. You are advised of your right to appeal this punishment within ____ days to _____, the next superior authority.

Date	Name, grade and organization of commander	Signature

PART II - APPELLATE ACTION

9. ☐ I do not appeal. ☐ I appeal and do not submit matters for consideration by the next superior authority. 8/
☐ I appeal and submit the matter attached hereto for consideration by the next superior authority. 8/

Date	Name and grade of service member	Signature

10. I have considered the appeal and it is my opinion that: 9/

Date	Name and grade of judge advocate	Signature of judge advocate

11. After consideration of all matters presented in appeal, the appeal is ☐ Denied ☐ Granted ☐ Granted in part as follows: 6/

Date	Name, grade and position	Signature

12. I have seen the action taken on my appeal.

Date	Name and grade of service member	Signature

PART III - ATTACHMENTS AND/OR COMMENTS 10/ 11/

DA FORM 1 NOV 73 2627

Edition of 1 Mar 68 is obsolete. Replaces DA Form 2627-1, 1 Mar 68, and DA Form 2627-2, 1 Mar 65, which are obsolete.

Figure 1.

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NOTES

1/ See Appendix E, AR 27-10, for further guidance.

2/ Insert a concise statement of each offense in terms stating a specific violation of the UCMJ. If additional space is needed, use Part III and/or continuation sheets as described in Note *10* below.

3/ If the individual is attached to or embarked in a vessel, he is not permitted to refuse Article 15 punishment. In such cases, all reference to a demand for trial will be lined out and an appropriate remark will be made in Part III indicating the official name of the vessel and that the individual was attached to or embarked in the vessel at the time punishment was imposed.

4/ Give the individual an information copy of this form. Keep all other copies together until Item 10 is completed.

5/ Check appropriate box.

6/ If, after presentation of matters in defense and in extenuation and mitigation, the commander decides not to impose Article 15 punishment, the individual should be so notified and all copies of this record destroyed.

7/ Strike out inapplicable word(s). The amount of any forfeitures or detention of pay should be expressed in whole dollar amounts. Odd dollar amounts should be rounded off to the next lower whole dollar amount.

8/ If the individual appeals, this form and attached sheets should be transmitted immediately to the next superior authority. All witness statements, official records, and other documentary evidence considered by the commander in imposing punishment also should be transmitted.

9/ When the punishment, whether or not suspended, is in excess of the following, the appeal must be referred to a Judge Advocate for advice prior to taking action on the appeal: 7 days arrest in quarters, 7 days correctional custody, 7 days forfeiture of pay or 14 days of either extra duties, restriction or detention of pay. *(See Article 15e(1) to (7), UCMJ).*

10/ In this space, provide a brief list of attachments. Such attachments should include all witness statements, all documentary and other evidence, all statements presented by the accused, any evidence or statements presented on appeal, and copies of any supplementary actions on the punishment that are taken. The list of supplementary actions should indicate the date of the action and provide a brief description of its nature. Supplementary actions include each action in suspension, mitigation, remission, or setting aside of punishment, or vacation of suspension. Attachments of such supplementary actions must include the date of the action and the name, grade, and position of the officer taking it. The officer taking each action, or his authorized representative, will sign below the description of the action. When a representative signs such a supplementary action, he will state his own name, grade, and position, in addition to those of the commander. Distribution of supplementary actions should be made as in the original action. If additional space is needed for completion of any item(s), continuation should be accomplished on plain bond paper and listed herein as "Continuation Sheet 1," "Continuation Sheet 2," etc.

11/ Applicable portions of the following suggested formats may be used to accomplish supplementary actions:

a. Suspension, Mitigation, Remission, or Setting Aside Other than by Superior Acting on Appeal

DATE:

On *(Date)* , the punishment(s) of_____
(was) (were) (suspended until) (mitigated to) (set aside, and all rights, privileges, and property affected restored) (by my order) (by order of) (the officer who imposed the punishment) (the successor in command to the officer who imposed the punishment) (as superior authority).

(typed name, grade and branch) /s/ _____

b. Vacation of Suspension

DATE:

The suspension of the punishment(s) of_____
imposed against *(Name of offender) (Unit) (is) (are)* hereby vacated. The unexecuted portion(s) of the punishment(s) will be duty executed.

(typed name, grade and branch) /s/ _____

Figure 1. Continued.

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17. AR 27-10 requires that notice of the punishment be posted if the individual who received the punishment is below the grade of E5.

18. For the battalion operating under CABL with a PAC, procedures will be the same. The only differences are that a number of overprinted letters and DFs are used to simplify preparation and requests for legal actions, and that the PAC clerk will type such paperwork as is required.

TASK NUMBER: 071-11B-8524

REFERENCES:

Manual for Courts-Martial, United States, 1969 (Revised Edition)
AR 27-10, Military Justice
FM 27-1, Legal Guide for Commanders
DA Pam 27-14, Legal Guide for the Soldier
TEC Lesson, 909-071-0045F, Disposition of Charges Under UCMJ

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TRAINING AND EVALUATION OUTLINE

TASK
SUPERVISE PREPARATION OF SUMMARY OF NONJUDICIAL PUNISHMENT ADMINISTERED FORM (DA FORM 3743-R).

EVALUATION

CONDITIONS:

Given the administration of an Article 15, a copy of the completed DA Form 2627, and blank copies of DA Form 3743-R.

STANDARD:

As a minimum, insure that the DA Form 3743-R is prepared for all soldiers in grade E4 and below when they receive an Article 15. The DA Form 3743-R will be posted for 7 days starting with the day punishment is imposed.

TRAINING

1. For our system of military justice to work, it is critical not only that our legal system function equitably and efficiently but also that soldiers perceive it to be fair and efficient. One action taken to enhance the soldiers' perception of the fairness of the system is the open publication of the results of nonjudicial punishment.

2. Figure 1 shows a sample DA Form 3743-R which is used to publish the results of Article 15 actions. Announcement of the results of Article 15s may be made orally at a routine unit function, but for personnel in the grade of E4 or below, DA Form 3743-R must be prepared and posted on the unit bulletin board or other prominent place where routine notices are posted. This announcement must be left in place for 7 days following the imposition of punishment. In the case of Article 15s imposed on soldiers in the grade of E5 and above, the publication of results of punishment is at the discretion of the unit commander.

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SUMMARY OF NONJUDICIAL PUNISHMENTS ADMINISTERED

For use of this form, see AR 27-10; the proponent agency is Office of the Judge Advocate General.

DATE: 11 Jan 74

TO (MEMBERS OF (Unit)): Co, A, 9th Bn, 20th Inf

NAME	GRADE	DATE PUNISHMENT IMPOSED
REMINGTON, Winchester Q.	PFC (E-3)	4 Jan 74

BRIEF SUMMARY OF OFFENSES FOR WHICH PUNISHED: AWOL 4 days; disrespect to NCO

BY WHOM PUNISHED: CO, Co A

ANY PRIOR ARTICLE 15 PUNISHMENT OR TRAIL BY COURT MARTIAL? ☐ YES ☒ NO

PUNISHMENT IMPOSED: Red to E-2; forfeit $25.00 for one month

WAS MITIGATION, EXTENUATION, OR DEFENSE SUBMITTED? ☒ YES ☐ NO

WAS APPEAL MADE? ☐ YES ☒ NO

ACTION ON APPEAL: N/A

NAME	GRADE	DATE PUNISHMENT IMPOSED

BRIEF SUMMARY OF OFFENSES FOR WHICH PUNISHED:

BY WHOM PUNISHED:

ANY PRIOR ARTICLE 15 PUNISHMENT OR TRIAL BY COURT MARTIAL? ☐ YES ☐ NO

PUNISHMENT IMPOSED:

WAS MITIGATION, EXTENUATION, OR DEFENSE SUBMITTED? ☐ YES ☐ NO

WAS APPEAL MADE? ☐ YES ☐ NO

ACTION ON APPEAL:

NAME	GRADE	DATE PUNISHMENT IMPOSED

BRIEF SUMMARY OF OFFENSES FOR WHICH PUNISHED:

BY WHOM PUNISHED:

ANY PRIOR ARTICLE 15 PUNISHMENT OR TRIAL BY COURT-MARTIAL? ☐ YES ☐ NO

PUNISHMENT IMPOSED:

WAS MITIGATION, EXTENUATION, OR DEFENSE SUBMITTED? ☐ YES ☐ NO

WAS APPEAL MADE? ☐ YES ☐ NO

ACTION ON APPEAL:

DA Form 3743-R, 1 Jul 71

Figure 1.

TASK NUMBER: 071-11B-8525

REFERENCE:

FM 27-1, Legal Guide for Commanders

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TRAINING AND EVALUATION OUTLINE

TASK
RECOMMEND NONPUNITIVE DISCIPLINARY MEASURES.

EVALUATION

CONDITION:

Given a situation where nonpunitive disciplinary measures may be applicable and a request for a recommendation from your commander for a clarification of procedures.

STANDARD:

Your recommendation must be based on the applicable nonpunitive disciplinary measures and the requirements for each.

TRAINING

1. Nonpunitive disciplinary measures are **administrative** actions **rather than punitive** actions. They are separate and distinct from judicial and nonjudicial procedures which deal with punishment and emphasize imposition of a penalty rather than correction. Nonpunitive disciplinary measures extend the commander's ability to deal fairly with acts of misconduct which do not themselves warrant court-martial or Article 15 action, yet demand corrective action to prevent repetition. Nonpunitive disciplinary measures give the commander a useful means of dealing with the less significant acts of misconduct, showing the soldier his error without marking his career permanently.

2. Nonpunitive disciplinary measures include:

   a. Admonitions and reprimands.

   b. Counseling.

   c. Corrective training.

   d. Withholding of privileges/benefits.

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e. Evaluation reports.

f. Administrative reductions.

g. Revocation of security clearances.

h. Bar to reenlistment.

g. MOS reclassification.

3. **Admonitions** and **reprimands** may be **oral or written.** They are considered administrative corrective measures. Admonitions and reprimands should be issued only for a specific act of misconduct and not for a period of time as with an evaluation report. A corrective admonishment or reprimand can be given at any level of authority from the NCO to the commander. The **admonition** is a warning that the act is considered to be misconduct and repetition will elicit some further response from the commander. The **reprimand** is a strong criticism, rebuke, or "chewing out" for failure to meet standards. **Oral** admonitions and reprimands are delivered at the place and in the manner the commander chooses. A **written admonition and reprimand** is prepared in letter form and is submitted through channels to the individual's personnel section for inclusion in the temporary section of the individual's field 201 file. It remains there until the soldier is transferred, separated from the Army, or the administering commander requests its removal by a subsequent letter through channels. A copy of the admonition or reprimand should be given to the soldier. Since an admonition or reprimand may also be imposed as nonjudicial punishment, a **statement** should be included that it is imposed administratively and not as punishment under Article 15. Remember that prior to any adverse information being placed in a personnel file, the individual involved should be given the right to submit rebuttal information as required by AR 600-37.

4. **Counseling** consists of advising the soldier of his misconduct or wrongdoing but also includes an attempt by the counselor to determine the reasons behind the misconduct or wrongdoing. Counseling may be written but is usually **oral.** It may be accomplished by the commander, his representative, or an NCO. Sometimes the counseling takes the form of a discussion or instruction over an extended period. It may result in the use of professional counselors such as the chaplain, judge advocate, psychiatrist, debt counselor, or marriage counselor.

5. **Corrective training** is useful when the soldier has demonstrated that he needs and would benefit from additional training. This may be applied at any level of responsibility for instruction. Corrective training should only be applied when it is directly related to the soldier's deficiency. If timely and appropriate, extra training may achieve a corrective effect and avoid the necessity for punitive action. This training is not to be administered as punishment or give the appearance of punishment. Punishment may be imposed only by proceedings under Article 15, UCMJ or by a courts-martial.

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6. **Withholding of privileges/benefits** may serve a corrective purpose as an incentive for improved behavior. The commander has the power to withhold privileges in order to maintain good order and discipline. Where the commander is authorized to confer a benefit at his discretion, he may withhold this benefit when a soldier demonstrates a lack of readiness, fitness, or responsibility for the benefit, award, or promotion. Such benefits are not limited to passes and promotions. Privileges over which the commander has no direct control (driving on post, living in government quarters, using the PX or commissary) can be terminated by the appropriate commander on the recommendation of the unit commander. It is critical to insure that the privilege withheld has a significant relationship to the offense. Revocation of driving privileges, for example, is not appropriate for an assault on another individual. On the other hand, revocation of PX privileges may be appropriate for the case of a soldier guilty of disorderly conduct at the PX. When the commander has direct control over the grievance, he simple informs the offender that his privilege or benefit has been revoked. When a higher authority controls the activity, the unit commander submits a DF requesting revocation of the privilege and stating the grounds for this request.

7. **Evaluation reports** may have a serious effect on the promotions, assignment, and type discharge of a career soldier if the commander judges a less than excellent rating to be appropriate. Evaluation reports on all assigned soldiers are submitted by the commander for a specific time period to the individual's personnel section.

8. **Administrative reductions.** The unit commander may administratively reduce assigned personnel for misconduct or inefficiency in accordance with paragraph 7-63 through 7-66 or AR 600-200.

a. A soldier may be reduced for misconduct by one or more grades if he has been convicted by a civil court or adjudged a juvenile offender. Soldiers above the grade of E4 require the recommendation of a reduction board. No board is required for pay grades E4 and below. **When an E4 or below is reduced,** the unit commander must submit a letter through the personnel section notifying it of the summary reduction for misconduct, requesting publication of reduction orders and inclosing as an attachment a copy of the civil decree on which the reduction is based. **When an E5 or E6 is reduced,** a board must be convened by the commander authorized to reduce from the highest grade currently held. This board must consist of a minimum of five members. **To reduce an E7 or above,** a board must be convened by a commander of an organization authorized a commander in the grade of 06 or higher. This board will be composed of at least five members including officers and NCOs. Convening authorities may approve or disapprove any portion of the board's recommendation as long as the severity of the board's recommendation is not increased. All reductions will be announced by orders published IAW AR 310-10. Commanders are obligated to inform soldiers of their right to appeal. Appeal procedures are stipulated in paragraph 7-65 of AR 600-200.

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b. A soldier may be reduced for inefficiency based on a commander's personal knowledge and observations over a reasonable period of time. A commander who intends to exercise his authority to reduce a soldier for inefficiency must notify the individual by letter of intent and the grounds for reduction. The individual must acknowledge receipt by indorsement and may submit a rebuttal. The commander then requests by letter through channels that reduction orders be published. If the soldier is reduced then he must be furnished by indorsement a copy of the orders and informed of his right to appeal UP paragraph 7-65 of AR 600-200. The individual must acknowledge receipt by indorsement and accept the reduction or state his intention to appeal. If there is no appeal then all correspondence will be forwarded to the next higher reduction authority for review. Upon completion of the action, the individual will be notified of any corrective action taken and the file will be returned to the organization holding the individual's MPRJ to be retained in his records for 2 years and then destroyed. Soldiers **above the pay grade of E4** will not be reduced without a board action. Board action requirements are essentially the same as for reductions for misconduct.

9. **Revocation of security clearance.** Commanders with reason to doubt the reliability and trustworthiness of a soldier should take action to revoke or to suspend his security clearance to deny access to classified information. Conduct meriting revocation or suspension of security clearance includes **criminal and immoral activities, habitual use of drugs, excessive use of alcohol, excessive indebtedness, and repeated AWOL.** When a commander intends to revoke a security clearance, he must notify the soldier concerned, explain the reason for the action, and offer the soldier reasonable opportunity to refute or explain the derogatory information that is the basis for the action. **Notification** is not necessary for soldiers who have been **dropped from the rolls** or who have been **confined after conviction** for a criminal offense by a civil court or a courts-martial. The commander then forwards his recommendation to the clearance authority. There is no formal right of appeal though informal channels exist, such as appealing to the next higher commander or filing an IG complaint.

10. The commander may recommend the **bar to reenlistment** of any unsuitable or untrainable soldier within his command when a discharge for misconduct or unsuitability is inappropriate. (See task: **Prepare bar to reenlistment.**)

11. **The commander must recommend reclassification** of any MOS awarded to any soldier if he commits certain acts of misconduct and should do so when inefficiency exists.

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12. Local policies and directives may further amplify or qualify the broad area of nonpunitive disciplinary measures. You must become familiar with this area. Nonpunitive disciplinary actions are a useful tool for corrective actions within the unit.

TASK NUMBER: 071-11B-8527

REFERENCES:

AR 27-10, Military Justice
AR 600-200, Enlisted Personnel Management System
FM 27-1, Legal Guide for Commanders

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW UNIT MANNING REPORT.

EVALUATION

CONDITIONS:

Given the unit copy of the Unit Manning Report (UMR) and a copy of the SIDPERS Users Manual, Volume I.

STANDARDS:

As a minimum, you must insure that the corrected report verifies the following data elements in accordance with **Procedure 4-25** of the SIDPERS Users Manual, Volume I;

1. Paragraph and line number to which the individual is assigned is correct.
2. The correct DMOS has been reported for each individual.
3. The correct DMOS, ASI has been reported for the individual.
4. The nuclear position indicator when applicable to a specific position.
5. There is no status change on individuals reported as 9990 through 9999.
6. The correct name, grade, social security number, PMOSC, expiration of term of service for enlisted personnel (ETS), expiration service agreement (ESA) for officer personnel, anticipated loss data, and date of rank for each individual appearing on the roster is correct.

TRAINING

The Unit Manning Report (UMR) contains basic information pertaining to the unit organization and personnel data and is provided to the unit on a semimonthly basis. **Procedure 4-25** of the SIDPERS Users Manual, Volume I, provides step by step guidance for verifying the data on the report and describes the actions required to make changes.

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TASK NUMBER: 071-11B-8541

REFERENCE:

DA Pam 600-8-1, SIDPERS Users Manual, Volume I

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW/MARK SENSE FORMS.

EVALUATION

CONDITIONS:

Given completed SIDPERS mark sense forms that reflect personnel changes and a copy of SIDPERS Users Manual, Volume I.

STANDARDS:

You must insure that data elements in the Control Data Area and Action Data Area are correctly entered and marked on the form. These data elements are:

Control Data Area

1. Date.
2. Transaction Mnemonic.
3. Individual's name.
4. Individual's social security number.
5. Your originator code.

Action data area, data elements in this area must be in accordance with the transaction procedure described in the SIDPERS Users Manual, Volume I.

TRAINING

Review of mark sense forms and corrections of mistakes found will insure that transactions are processed on a timely basis.

1. Letter and numbers are printed normally in each box except for:
   a. The letter "O" which is underlined O.

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b. The number zero which is slash Ø.

c. The letter "I" has bold lines on the top and bottom I.

d. The letter Z has a bar through its center Ƶ.

e. The number "two" is printed in this manner 2.

2. The date is always expressed as Year-Month-Day in two numbers, for example -- 2 April 1976 would be 7 6 Ø 4 Ø 2.

3. The correct transaction mnemonic is determined by simplified tables in **procedure 2-1,** of SIDPERS Users Manual, Volume I, and is marked with a letter code.

4. The first five letters of the last name are entered in the name box. If the name has less than five letters, leave one blank box after the last name and enter as many letters of the first name as possible.

5. The Social Security Number (SSAN) is entered in the nine boxes provided for it.

6. Originator code is a two number code. These codes are available through your SIDPERS Interface Branch (SIB).

7. The data elements of the "Action Data Area" are found in each transaction procedure. The procedure is identified by transaction in the tables provided in **procedure 2-1** of the User Manual.

8. Special punctuation is required in the action data area. A slash (/) is required between data elements and each transaction required a period to end it.

9. Each character entered into a box to include periods and slashs must be marked in the sense block with a number 2 pencil in accordance with the instruction on each form.

10. Detailed instructions can be found in chapter 2 and the applicable transaction procedure in the SIDPERS Users Manual, Volume I.

TASK NUMBER: 071-11B-8542

REFERENCE:

DA Pam 600-8-1, SIDPERS Users Manual, Volume I

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW UNIT TRANSMITTAL LETTER (UTL).

EVALUATION

CONDITION:

Given a completed UTL and a copy of DA Pam 600-8.

STANDARDS:

Insure that the unit transmittal letter is prepared in quadruplicate and is consecutively numbered. It must have at a minimum the following information.

1. The Unit Identification Code (UIC) or Unit Processing Code (UPC).

2. Column A must indicate the total number of individual actions submitted.

3. Column B must indicate the DD or DA form and/or brief description of the document.

4. Column C must indicate remarks or identification (last name and last 4 digits of the individual's SSAN).

5. The UTL is signed by the commander or authorized representive.

TRAINING

The Unit Transmittal Letter (UTL) assists in control and identification of documents pertaining to the soldier's pay and leave. Preparation is a unit responsibility and is critical in insuring the timely and accurate receipt and

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Last Transmittal Jan 74-01-22

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office.

Unit Transmittal Letter No. 02-01

REFERENCE OR OFFICE SYMBOL	SUBJECT
(UIC/(UPC)	Transmittal of Pay and Other Documents

TO MILPO
99th Inf Div

FROM Commander
Co A, 1st Bn, 2d Inf

DATE 1 Feb 76

CMT 1

Forwarded are attached document(s) which support(s) change(s) to the pay and allowances of the members identified hereon.

COLM A	COLM B	COLM C
NUMBER	TYPE OF DOCUMENT	REMARKS/IDENTIFICATION
_____	DA Form 1, cys 1, 3 and 4 w/ substantiating documentation	
_____	DA Form 31, Request and Authority for Leave (Suspense cy)	when leave is approved
_____	DA FORM 31 (Original cy)	when individual returns from leave
2	DA Form 3141 JUMPS-Army Almt Auth	Mellert-6734 Hoganson-7024
1	DA Form 3685, Pay Elections	Johnson-3918
3	DA Form 4187 (Copies 1 and 2) (When used to report accelerated advancement/denial to PV2)	Smith-9315 Doe-4683 Sharp-4295
_____	DA Form 4187 (Copies 1 and 2) (Authorize payment sep rates)	
2	DD Form 362, Statement of Charges (3 cys per individual)	Herrold-6153 Gilbert-1837
_____	Other (2 cys per indiv)	

8 Incl
as

TERRY E. LEADER
CPT, Inf
Commanding

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

☆ U.S. GPO: 1974—558-130/8658

Figure 1.

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processing of the documents. A sample format of a UTL can be found at figure 1. Detailed instruction for preparation of the UTL follows.

a. Consecutively numbered Unit Transmittal Letters (UTL) will be prepared in quadruplicate (original and 3 copies). Each UTL will be assigned a control number which will be entered in the upper right corner of DA Form 2496 as illustrated in figure 1. The first numbered UTL prepared in a new month will begin with number "01." Each additional UTL prepared will contain the next unused number. In the example "02-01," the two numbers to the left of the dash (02) represent February, the month in which the UTL is prepared. The two numbers (01) appearing to the right of the dash identify the first UTL prepared for February. The first numbered UTL prepared in a new month will contain a notation in the uper left corner of the Disposition Form (DF) which identifies the last UTL prepared for the previous month (see example at top of figure 1).

b. Enter UIC or Unit Processing Code (UPC) in box containing reference or office symbol.

(1) For SIDPERS units the source document identifying the UPC will be contained in the Letter of Instructions furnished by the local SIDPERS Interface Branch (SIB).

c. In Column "A" enter total number of individual actions submitted; e.g., if one Morning Report is submitted, enter the number"1," if two separate DA Form 1341 are submitted for two soldiers, enter the number "2."

d. In Column "B" enter DA or DD Form number and a brief description of the document.

e. To insure complete control of all documents forwarded with the UTL, the member's last name only and last four digits of the Social Security Number (SSN) will be annotated on the UTL under Column "C" (Remarks) (figure 1).

TASK NUMBER: 071-11B-8543

REFERENCE:

DA Pam 600-8, Military Personnel Office Management and Administrative Procedure.

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TRAINING AND EVALUATION OUTLINE

TASK
ASSIST COMMANDER IN THE CONDUCT OF A PERSONNEL ASSET INVENTORY (PAI).

EVALUATION

CONDITIONS:

Given the requirement to assist in the conduct of a PAI, a copy of the Personnel Strength Zero Balance Report, copies of DA Form 3986 (Validation of Military Personnel Strength), a copy of AR 680-31 (Military Personnel Asset Inventory and Strength Reconciliation) and the SIDPERS - Personnel Data (PDC - SIDPERS) file.

STANDARDS:

1. Announce to all assigned and attached personnel the time, date, and place that the formation will be held.

2. Obtain the latest copy of the Personnel Strength Zero Balance Report.

3. Obtain sufficient copies of DA Form 3986 and complete items 1 through 9.

4. After completion of the PAI insure that distribution is made according to table 3-1 of AR 680-31.

TRAINING

1. The Personnel Asset Inventory (PAI) is a **physical accounting** conducted at unit level. The inventory compares commissioned officer, warrant officer, and enlisted personnel by name and social security number (SSN) against the figures indicated on the personnel strength roster (PERSR) morning report, or SIDPERS - Personnel Data (PDC - SIDPERS) in units where personnel are assigned for a period of nine weeks or more. Conduct of the PAI is reported on a DA Form 3986 (Validation of Personnel Strength) through command channels to the Military Personnel Strength Monitor (MPSM) who is the approving authority.

2. The conduct of a PAI is required under the following circumstances:

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a. Upon a change of commander.

b. Once each calendar year.

c. Fourteen calendar days prior to a unit move to another installation, inactivation, discontinuancy, or temporary depletion to zero strength.

d. Upon direction of commanders in the chain of command.

e. When unit strength variance exceeds 2 percent.

3. The unit morning report and the personnel strength zero balance reports prepared and published for use by units and organizations supported by SIDPERS as well as other automated strength roster prepared by systems other than SIDPERS are known as the Personnel Strength Roster (PERSR), and are required as the vehicle for the PAI. Reassignment gains or losses reported after the "as of" date of the roster will be "added" or "deleted" from the roster thus providing a recapitulated listing of personnel assigned to the unit.

4. Units must account for all Active Army attached personnel, by name, except individuals attached for training or participating in the Special Reserve Components Programs (SRCP), at the time of the personnel asset inventory. Within 10 calendar days after the PAI, a form letter will be sent to the commanders of the units to which the Active Army attached personnel are assigned. Unit commanders receiving letters will verify that the personnel listed in the letters are properly accounted for in the accountable strength of the unit of assignment shown in the letter. If the unit of assignment is incorrect because of reassignment of the individual, copies of the reassignment orders will be furnished to the unit reporting the individual as attached. The total number of Active Army attached personnel will be verified and corrections will be made as required.

5. Detailed explanation of the PAI, instructions for conducting PAI and recording the findings of the PAI on the DA Form 3986 are contained in chapter 3 of AR 680-31.

TASK NUMBER: 071-11B-8545

REFERENCE:

AR 680-31, Military Personnel Asset Inventory and Strength Reconciliation.

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW PERSONNEL STRENGTH ZERO BALANCE REPORT PART I AND II.

EVALUATION

CONDITIONS:

Given copies of the monthly Personnel Strength Zero Balance Report Part I and II, SIDPERS Users Manual Volume I and the Personnel Data - SIDPERS (PDC-SIDPERS) file.

STANDARDS:

Within the time allocated by the suspense date you must insure that in accordance with procedure 4-7 of the SIDPERS Users Manual Volume I, the following actions are accomplished;

1. The personnel shown on the report match the PDC-SIDPERS for all assigned and attached personnel.

2. Determine the status of personnel shown on the report that are not actually assigned or attached.

3. Determine the status of personnel assigned or attached who are not shown on the report.

4. Prepare deletions or change reports when applicable.

TRAINING

1. The Personnel Strength Zero Balance Report provides the following information:

a. Part I: Informs the commander of the reconciliation of totals of duty status categories on the SIDPERS Organization Master File (SOMF) and the SIDPERS Personnel File (SPF).

b. Part II: Provides a means to reconcile the unit's strength on a by name basis of each soldier assigned or attached to the unit.

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2. The report is distributed to the unit monthly, and it is the unit's responsibility to insure that reports "balance" and that deletions or changes are forwarded within the time prescribed by the local SIDPERS Interface Branch (SIB).

3. Detailed explanation and a step-by-step process is provided in procedure 4-7 of the SIDPERS Users Manual, Volume I.

TASK NUMBER: 071-11B-8546

REFERENCE:

SIDPERS Users Manual, Volume I

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW PERSONNEL QUALIFICATION RECORD, PART I (DA FORM 2).

EVALUATION

CONDITIONS:

Given copies of DA Form 2 with part I filled in and a copy of the SIDPERS Users Manual, Volume I.

STANDARDS:

You must insure that the;

1. Items of information entered on the form are accurate.

2. Discrepencies in entered data will be corrected IAW procedure 4-8 of the SIDPERS Users Manual, Volume I.

3. Corrected copies of the DA Form 2 with the Disposition Form prescribed in **procedure 4-8** are forwarded to the unit Personnel Services NCO.

TRAINING

1. The DA Form 2 provides necessary information, current and historical, to assist in the effective personnel management of soldiers assigned or attached to your unit.

2. The DA Form 2 is furnished to the unit on three occassions:

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a. Quarterly for reconciliation by the soldier concerned.

b. By inquiry- The Military Personnel Office will provide the DA Form 2 as the unit commander requests them.

c. When incoming personnel are assigned to the unit.

3. The DA Form 2 reconciliation is the report that the units are involved with most extensively since it is distributed on a quarterly basis. Detailed explanation of the form and instructions on how to correct items of information and how corrected forms are forwarded are contained ir **procedure 4-8** SIDPERS Users Manual, Volume I.

TASK NUMBER: 071-11B-8547

REFERENCE:

DA Pam 600-8-1, SIDPERS Users Manual, Volume I

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW PERSONNEL DATA - SIDPERS:
SHORT TITLE: PDC-SIDPERS
(DA FORM 2475-2).

EVALUATION

CONDITIONS:

Given the requirement to review the PDC-SIDPERS form in the unit file and a copy of the SIDPERS Users Manual, Volume I.

STANDARDS:

Review of the PDC-SIDPERS must insure that the preparation and maintenance of Part I and Part II of the form are in accordance with **procedure 5-1** of the SIDPERS Users Manual, Volume I.

TRAINING

1. The Personnel Data - SIDPERS (PDC-SIDPERS) provides a management tool for the unit commander, first sergeant, and unit clerk. The information on it together with the DA Form 2 and other command and staff reports assists in the preparation of personnel action requests and submission of SIDPERS change reports. The PDC-SIDPERS also:

a. Constitutes a historical and legal document pertaining to the individual indicated on the form during the period of assignment or attachment to a specific unit.

b. Maintains an audit trail of transactions pertaining to unit personnel by recording the information required in **procedure 5-1** of the SIDPERS Users Manual, Volume I.

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c. It's used to reconcile the accountable/attached strength of the unit against rosters, unit manning reports, and other strength related documents.

2. Detailed instructions of the preparation and maintenance of the PDC-SIDPERS are found in **Procedure 5-1** of the SIDPERS Users Manual, Volume I.

TASK NUMBER: 071-11B-8548

REFERENCE:

DA Pam 600-8-1 SIDPERS Users Manual, Volume I

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW SIDPERS INPUT AND CONTROL DATA - AUTHENTICATION AND TRANSMITTAL DA FORM 3815 (BATCH CONTROL FORM).

EVALUATION

CONDITION:

Given copies of DA Form 3815 (Batch Control Form), copies of SIDPERS change reports and/or Error Suspense Cards, and SIDPERS Users manual, Volume I.

STANDARDS:

Insure that each DA Form 3815 (Batch Control Form):

1. Has the following items correctly entered on the front of the form:

Item 1. Date prepared.

Item 2. Originator code.

Item 3. Batch number.

Item 4. "To" to appropraite "Thru" address and SIB address.

Item 5. "From" unit designation and telephone number.

Item 6. Input form, the count of each type form or error suspense card submitted, and the total of all forms and cards submitted.

Item 7. Name and title of certifying officer.

Item 8. Grade/branch of certifying officer.

Item 9, 10, and 11 are left blank.

2. Identifies the specific SIDPERS change reports and error suspense cards on the reverse side of the carbon copy.

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TRAINING

1. A DA Form 3815 must be submitted for each reporting period (24 hours beginning 0001 and ending 2400) that SIDPERS Change Reports and/or Error Suspense Cards are to be submitted to the SIDPERS Interface Branch (SIB); negative reports are not required. SIDPERS change reports for all nonduty days will be prepared and forwarded the next day.

2. Each item entered on the front and reverse of the DA Form 3815 is explained in detail in **paragraph 2-14** of the SIDPERS Users Manual, Volume I, to include signature authority, suspense requirements, and retention and disposition of the form.

TASK NUMBER: 071-11B-8549

REFERENCE:

DA Pam 600-8-1, SIDPERS Users Manual, Volume I

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TASK
PREPARE/TRANSMIT PERSONNEL ACCOUNTING INPUT DATA FOR SIDPERS.

EVALUATION

CONDITIONS:

As First Sergeant of an infantry company operating with Consolidation of Administration at Battalion Level (CABL).

STANDARD:

All information required by the battalion Personnel Administration Center (PAC) will be accurate and complete and submitted within the allotted time.

TRAINING

1. The company is the basis for input of personnel strength information for the battalion. This must obviously continue to be the case under CABL. The intent of CABL is to simplify and streamline the entire administration of personnel accountability input by reducing and simplifying the input required from the company and consolidating the requirement to prepare and transmit the SIDPERS forms at battalion level.

2. The Consolidated Strength and Training Report (CSTR) illustrated at figure 1 replaces the forms previously required from the company under the SIDPERS system. This form illustrated is a type form and may be modified to eliminate data no longer required by a functional area.

3. When authorized by the company commander, this form may be prepared and dispatched by the 1SG without the company commander's signature. It is intended to be handwritten input and company files maintained as required by unit SOP.

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STATUS OF PERSONNEL FOR TRAINING

UNIT_____ DATE_____

	OFF	WO	EM
1. ASSIGNED STRENGTHS			
2. MORNING REPORT ABSENTEES (Explain in paragraph 8)			
3. PRESENT FOR DUTY (Line one minus line two)			
4. OTHER ABSENCES (Explain in paragraph eight)			
5. TOTAL PRESENT FOR TRAINING (Line three minus line four)			
6. MISSION SUPPORT (Included in total for training)			

7. SCHEDULED TRAINING

TIME	PLATOON/SECTION	TRAINING SUBJECTS	NUMBER OF PERSONNEL		
0800 - 1200					
1300 - 1600					

8. EXPLANATION OF ABSENTEES

MORNING REPORT ABSENTEE (REF PARA 2) OTHER ABSENCES (REF PARA 8)

TDY 1 LEAVE 2 HOSPITAL 0 CONFINEMENT 0 AWOL 1 MISSING 0 ATCH 1 // SPT 5 SC 2 SD 5

NOTE: SEE REVERSE SIDE FOR SIMPLIFIED METHOD OF EXPLANATION OF ABSENTEES

Figure 1.

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ALTERNATIVE ONE: USE DISPOSITION CODES AND ANNOTATE A COMPANY ROSTER WITH CODES, I. E., TDY ORDERS AND APPROVED LEAVE (LV) REQUESTS, NOTIFICATION OF HOSPITALIZATION (HOSP) AND CONFINEMENT (CONF); REPORTED AWOL; MISSING (MISS); ATTACHMENTS (ATCH); MISSION SUPPORT (SPT); SICK CALL (SC) AND OTHER SPECIAL DUTIES (SD). BY MARKING ONLY THE DISPOSITION CODE FOLLOWED BY THE NUMBER OF DISPOSITIONS OF THAT TYPE ON A COMPANY ROSTER (I.E., SD-1, SD-2 TO EASILY IDENTIFY WHICH MEMBERS ARE SPECIAL DUTY (SD) AND TO ALSO SHOW HOW MANY ARE IN THAT PARTICULAR STATUS), THE EXPLANATION OF ABSENCES CAN BE SIMPLIFIED BY NOT REQUIRING THE WRITING THE NAMES OF THOSE ABSENT. BY REPRODUCING THE SIDPERS PERSONNEL QUALIFICATION REPORT, C37, A CONDENSED ALPHABETIZED ROSTER IS AVAILABLE WHICH MINIMIZES THE NUMBER OF PAGES OF THE ROSTER. WHEN USING A COMPANY ROSTER MEMBERS WHO HAVE PCS'S WILL BE LINED OUT BUT ONLY THE LAST NAME AND LAST FOUR OF SSN WILL BE ADDED TO THE ROSTER FOR SOLDIERS NOT YET ON THE ROSTER.

ALTERNATIVE TWO: IF COMPANY ROSTERS ARE NOT EASILY AVAILABLE TO REDUCE THIS DUPLICATION OF EFFORT, WRITE THE NAMES OF THE INDIVIDUALS UNDER THE PROPER DISPOSITION HEADING. WHEN USING THIS ALTERNATIVE, ATTEMPT TO ELIMINATE THE DUPLICATION OF AVAILABLE INFORMATION BY USING ONLY THE FIRST FOUR LETTERS OF THE LAST NAME AND THE LAST FOUR DIGITS OF THE SSN. EVEN USING A DIVISION ALPHA ROSTER, BY HAVING ONLY THE FIRST TWO LETTERS OF THE LAST NAME AND THE LAST FOUR DIGITS OF THE SSN, ONE CAN EASILY IDENTIFY THE INDIVIDUAL. WITH A COPY OF THE COMPANY ROSTER AVAILABLE AT THE COMPANY AND AT THE BN THIS TIME SAVER WILL ALLOW MORE PRODUCTIVITY.

TDY -1	LV -2	ATCH -1	SPT -5	SC -2	SD -5
BROW 6790	JOHN 4320	MUND 9487	LYNC 7569	CRAN 2930	ABRA 2650
	MOOR 6324		MENT 5470	GEOR 6432	KELL 6235
			SMIT 8783		SQUI 5980
			WHIT 7890		MART 5220
			JONE 5768		NELS 7539

NOTE: FIRST FOUR LETTERS OF LAST NAME AND LAST FOUR NUMBERS OF THE SSN IDENTIFICATION SYSTEM (4–4IDS). RECOGNIZE THAT THE FULL IDENTIFICATION OF ANY SM IS AVAILABLE FROM NUMEROUS SIDPER REPORTS, C-37 AND FROM THE COMPANY ROSTERS WHICH ARE READILY AVAILABLE THROUGHOUT THE CHAIN OF COMMAND. RECOGNIZE THE 4–4IDS WITH THESE REPORTS AND ROSTERS WILL POSITIVELY IDENTIFY ANY INDIVIDUAL IN THE DIVISION OR ARMY FOR THAT MATTER. USE THE 4–4IDS FOR A TRIAL PERIOD. IF THE 4–4IDS DOES NOT DECREASE THE WORKLOAD, ALTERNATIVE TWO WILL BE MODIFIED TO INCLUDE MORE FORMAL IDENTIFICATION, E.G., CONVERT FROM BROW 6790 TO BROWNOWSKISTEIN, ALFREDO P., 321-54-6790, 1/15 Company A, 1st Platoon, 1st Squad.

CAUTION: BY INCREASING THE IDENTIFICATION BASE, THE ADMINISTRATIVE WORKLOAD IS EVER–INCREASING.

Figure 1. (Con't.)

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4. Should the company be **detached** from its battalion then the reporting system will **retain as much of the simplified procedure as is practicable.** Specific procedure will be determined by the unit but the PAC is designed to dispatch one of the dedicated clerks to accompany the company being detached for a substantial period. Certainly, if the company is being cross attached then the dedicated company clerk will simply join the new battalion's PAC.

5. Should you have a need to operate under the SIDPERS system where you will have the responsibility to prepare and submit the various SIDPERS forms, your basic references would be:

a. DA Pam 600-8-1, The SIDPERS User Manual, Unit Level Procedures.

b. DA Pam 600-8-1, The SIDPERS User Manual, SIDPERS Guide for Commanders and Staff.

TASK NUMBER: 071-11B-8550

REFERENCE:

None

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW SIDPERS OUTPUT DATA.

EVALUATION

CONDITIONS:

As 1SG of an infantry company operating with the Consolidation of Administration at Battalion Level (CABL), given SIDPERS output data to verify for accuracy.

STANDARD:

All reports will be checked to insure accuracy of input and any corrections will be made as required bv the battalion Personnel Administration Center (PAC). Reports will be returned or disposed of as required by PAC.

TRAINING

1. The Consolidation of Administration at Battalion Level (CABL) has reduced the company's administrative input for personnel accountability to the handwritten Consolidated Strength and Training Report (CSTR) discussed in the task: **PREPARE/TRANSMIT PERSONNEL ACCOUNTING DATA FOR SIDPERS.** This does not, however, remove the requirement for the battalion PAC to prepare and transmit the many strength accountability forms required by SIDPERS. Periodically, you should expect the PAC to send some of this SIDPERS output data back to company level to review the reports for accuracy of input.

2. The particular forms which you can expect to receive for review and the frequency with which you receive them will vary from unit to unit. Among the more common forms which you might expect to review are the:

a. Unit Manning Report. This report assists in determining whether or not enlisted personnel are being properly utilized and to prepare the Unit Readiness Report.

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b. Personnel Strength Zero Balance Report. This report is used to inform the commander of the totals of duty status categories on he SIDPERS Organization Master File and the SIDPERS Personnel File. This report also reconciles the strength of a unit on a "by name" basis for each soldier assigned or attached. This report is verified on a monthly basis by Military Personnel Class, duty status code, grade and name of each soldier.

c. Weekly Report of AWOLS by Name. This report informs the unit commander of individuals in his unit who are reflected on the SIDPERS Personnel File in an AWOL or dropped from the rolls status.

d. Enlisted Personnel Eligible for Promotion. This report identifies soldiers in grades E2 through E5 who are eligible for promotion based on DA policy for time in service (TIS) and time in grade (TIG). The report indicates TIS and TIG required for promotion and the number of months which may be waivered (UP chapter 7, AR 600-200).

e. DA Form 2475-2 (Personnel Data - SIDPERS). This form is used together with the DA Form 2 to assist in the preparation of personnel action requests and SIDPERS change reports and to record unit strength against other rosters and reports.

TASK NUMBER: 071-11B-8551

REFERENCE: None

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW REQUEST AND AUTHORITY FOR LEAVE FORM (DA FORM 31).

EVALUATION

CONDITIONS:

As a First Sergeant, given Army Regulation 630-5 and a completed Request and Authority For Leave Form (DA Form 31).

STANDARDS:

Insure that as a minimum the Request and Authority for Leave Form (DA Form 31) is appropriate and satisfies the requirements listed in the checklist of instructions in paragraph 2 below.

(NOTE: For the battalion operating with a Personnel Administration Center (PAC), the first sergeant reviews this form primarily to insure that the soldier's needs are taken care of and to insure that he is aware of the leave status of personnel in the company. Verification of leave data and assignment of a control number are the responsibility of the PAC.)

TRAINING

1. GENERAL. Request and Authority for Leave, DA Form 31 is used for all categories of leave. Under no circumstances will DA Form 31 be used to grant a pass or administrative absence.

2. REVIEWING THE DA FORM 31. You should review the DA Form 31 for correctness and completeness and take action to correct mistakes. The following is a checklist of instructions that may be used when reviewing the DA Form 31, figure 1.

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REQUEST AND AUTHORITY FOR LEAVE

For use of this form, see AR 630-5; the proponent agency is US Army Military Personnel Center.
(See Instructions on Reverse)

PART - I

1. NAME *(Last, First, Middle)*	2. SOCIAL SECURITY NO.	3. PAY GRADE	4. DATE	5. CONTROL NO.

6. ORGANIZATION AND STATION	7. TYPE OF ABSENCE a. ☐ ORDINARY LEAVE b. ☐ OTHER *(Specify)* _____	8. DATES a. FROM	b. TO
	9. NO. OF DAYS LEAVE / 10. NO. OF DAYS ACCRUED LEAVE	11. NO. OF DAYS ADVANCED LEAVE	12. NO. OF DAYS EXCESS LEAVE

13. LEAVE ADDRESS *(Include ZIP Code and Telephone No.)*	14. SIGNATURE OF REQUESTOR	15. SUPERVISOR RECOMMENDATION ☐ APPROVAL ☐ DISAPPROVAL SIGNATURE

16. NAME, TITLE, ORGANIZATION OF APPROVING AUTHORITY	17. SIGNATURE OF APPROVING AUTHORITY

18. DATE/TIME OF DEPARTURE	19. NAME/TITLE OF AUTHENTICATING AUTHORITY	20. SIGNATURE OF AUTHENTICATING AUTHORITY

21. EXTENSION *(No. of days and date approved)* APPROVING AUTHORITY

22. DATE/TIME OF RETURN	23. NAME/TITLE OF AUTHENTICATING AUTHORITY	24. SIGNATURE OF AUTHENTICATING AUTHORITY

PART - II

APPLICABLE TO AUTHORIZED TRAVEL ONLY

25. SO, LO, DA FORM 662 OR AUTHORITY FOR TRAVEL

26. INSTRUCTIONS FOR SERVICING STATION/ORGANIZATION
(APOE, APOD, TDY Station, Others)
DATE/TIME STAMP WHEN SERVICE MEMBER ARRIVES/DEPARTS YOUR STATION/ORGANIZATION

a. ARRIVE STATION 1	b. DEPART STATION 1	c. ARRIVE STATION 2	d. DEPART STATION 2
e. ARRIVE STATION 3	f. DEPART STATION 3	g. ARRIVE STATION 4	h. DEPART STATION 4

27. DATE/TIME OF ARRIVAL	28. NAME OF GAINING/PARENT ORGANIZATION	29. SIGNATURE OF AUTHENTICATING AUTHORITY

30. REMARKS:

DA FORM 1 OCT 73 31 EDITION OF 1 AUG 68 IS OBSOLETE.

ORIGINAL 1

Figure 1.

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a. When requesting leave, the individual must complete items 1 through 4 and 6 through 14 as follows:

(1) Item 1 - Enter last name, first name, and middle initials, (include any suffixes) in that order.

(2) Item 2 - Enter SSAN less any prefix.

(3) Item 3 - Enter pay grade only, such as E3, E6, 02, 04.

(4) Item 4 - Enter date as day, month, and year; this is the day on which the form is completed. December 4, 1976 is "4 Dec 76."

(5) Item 6 - Enter organization, station, and unit's telephone number.

(6) Item 7 - Enter X in appropriate block.

(7) Item 8 - In item 8a, enter date the individual intends to depart parent organization. In item 8b, enter the date of the last day of leave. The day following the last day of leave is the first day of duty.

(8) Item 9 - Enter total number of days chargeable leave which will be taken. This total does not include the date on which the service member intends to report for duty.

(9) Item 10- Enter number of days accrued leave which the soldier has credited to his or her account as of the date of request or adjusted leave balance if any leave was taken during the preceding months. This information can be obtained from the individual's current leave and earning statement.

(10) Item 11 - Enter number of days advance leave requested or enter N/A, whichever is appropriate.

NOTE: When operating with a PAC, it is the responsibility of the PAC clerk to verify items 9-11.

(11) Item 12 - Enter number of days excess leave requested or enter N/A, whichever is appropriate.

(12) Item 13 - Self-explanatory.

(13) Item 14 - Individual signature indicates he has read and understands the above instructions.

(14) Item 15 - Have individual's immediate supervisor (for example platoon leader or platoon sergeant) mark the applicable block and affix his payroll signature over his typewritten/printed name and grade.

b. The approving authority will ascertain whether the individual has sufficient leave accrued to cover the entire period of absence requested. If a request for leave is disapproved, the individual will be advised of the reason for denial and the disapproving authority will enter the reason in item 30 and sign the form. If the leave is approved, the approving authority will notify the service member as soon as possible and complete the following items:

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(1) Item 5 - Enter control number and make appropriate entry in the leave control log.

NOTE: When operating with a PAC the leave control log is maintained at the PAC and the control number will be assigned and annotated on the form by the PAC clerk.

(2) Item 16 - Enter name, grade, title, and organization of the approving authority.

(3) Item 17 - Signature of approving authority or his designated representative.

(4) Items 18, 19, and 20 - Enter appropriate information.

(5) Item 25 - Complete, if authorized travel at Government expense is involved.

(6) Prior to the service member's departure on leave, items 18, 19, and 20 must be completed by the approving authority or his designated authenticating authority (XO, DO or OD, 1SG, SDNCO, or CQ). Departure entries will be as follows:

(a) Item 18 - Enter the date and time of departure.

(b) Item 19, Enter name and title of authenticating authority.

(c) Item 20 - Signature of authenticating authority.

(7) Part II of DA Form 31 will be completed for PCS and TDY movements.

TASK NUMBER: 071-11B-8561

REFERENCE:

AR 630-5, Leave, Passes, Administrative Absence, and Public Holidays

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TASK
PREPARE LEAVE CONTROL LOG FORM (DA FORM 4179-R).

EVALUATION

CONDITIONS:

As a First Sergeant, given Army Regulations 630-5, Da Form 4179-R, and a completed Request and Authority For Leave, DA Form 31.

STANDARDS:

Insure that as a minimum the Leave Control Log (DA Form 4179-R) reflects –

1. The correct control number of the recorded leave request (DA Form 31).

2. The required information as depicted from the leave request (DA Form 31).

(NOTE: For the battalion operating with a Personnel Administration Center (PAC), the leave control log will be maintained at battalion level by the PAC. This task does not apply to a first sergeant in a unit operating under CABL procedures.)

TRAINING

1. LEAVE CONTROL LOG (DA FORM 4179-R).

a. Each organization responsible for approving leave will maintain a Leave Control Log (DA Form 4179-R) listing DA Forms 31 as they are approved. Each DA Form 31 approved for leave will be assigned a control number starting with "1" at the beginning of the first day of each calendar year. At the time the request is approved, the control number will be entered in item 5 of DA Form 31 and on the leave control log. As an exception, the DA Form 31 for a service member departing on a permanent change of station (PCS) with travel involved will not be assigned a control number. The member's name, grade, SSAN, and period of authorized absence will be recorded on the log. The control log column headed "Control Number" and item 5 of DA Form 31 will reflect "PCS," figure 1.

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LEAVE CONTROL LOG
(AR 630-5)

CONTROL NUMBER	DATE ASG	SERVICE MEMBER			PERIOD OF AUTH ABSENCE			DATE FWD TO FAAO		
		NAME (Last, First, Middle)	GRADE	SOCIAL SECURITY NUMBER	NO OF DAYS	DATE FROM ITEM 6a DA FORM 31	DATE TO ITEM 6b DA FORM 31	SUSPENSE COPY	ORIGINAL COPY	CLERK'S INITIAL
532	Dec 75	Doe, John Paul	E8	285-34-8438	7	30 Jun	6 Jul	8 Jun	7 Jul	
PCS	Oct 74	Smith, Carl Edward	E6	383-42-3867	30	30 Jun				

Figure 1. Leave Control Log.

b. Upon approval of leave, the **SUSPENSE** copy of the DA Form 31, together with the daily transmittal of pay documents, will be forwarded through the military personnel officer to the servicing Finance and Accounting Office (FA & O). The FA & O will closely monitor the receipt of incoming copies of the DA Form 31 to insure that the forms are received in proper numerical sequence. Variations noted in the sequence will be promptly resolved with the appropriate unit concerned. Upon the individual's return from leave the **ORIGINAL** copy of the DA Form 31, with appropriate entries for any leave extensions granted, will be forwarded to the FA & O. The FA & O will match the **ORIGINAL** copy with the **SUSPENSE** copy. If the service member is being reassigned on a **PCS**, the **ORIGINAL** copy will be completed upon arrival at the new unit, with appropriate entries for any extensions, and forwarded to the FA & O of the new unit of assignment. The operation and effectiveness of this logging procedure will be subject to periodic quality audits.

2. PRODUCTION AND DESTRUCTION OF DA FORM 4172-R. DA Form 4179-R may be locally reproduced. Each individual leave control log will be retained by the organization for 12 months and then destroyed.

TASK NUMBER: 071-11B-8571

REFERENCE:

AR 630-5, Leave, Passes, Administrative Absence, and Public Holidays.

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW ENLISTED (E3 THROUGH E6) PROMOTION RECOMMENDATION/PROCEDURES.

EVALUATION

CONDITION:

As first sergeant, given a Disposition Form (DF) DA Form 2496 from the personnel office listing soldiers eligible for promotion.

STANDARD:

Insure that personnel data are accurate, that recommendations are made by the commander, that the commander's indorsement is returned to Personnel within the required suspense date, and that unit responsibilities are fulfilled as specified in DA Pam 600-8, Procedure 3-30.

TRAINING

1. When personnel are eligible for promotion, the unit personnel office or unit personnel administration center should send a Disposition Form (DF), DA Form 2496 listing separately individuals eligible for promotion to grades E3, E4, E5, and E6 in order by date of eligibility. The DF should reflect name, SSAN, PMOS, date of rank and organization to which assigned if different from the promoting authority. E4 promotion quota allocations will be indicated. (Computations of time in service, time in grade, and date of rank should have been verified prior to this DF being produced by the personnel management specialist.) The DF will request that the commander indicate his appropriate recommendation for promotion and impose a suspense requirement.

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2. The DF will initiate a process which is explained by Procedure 3-30 of DA Pam 600-8. Procedure 3-30 explains step-by-step, the formal procedures for processing promotions for the unit and for the personnel office. You must be aware of the need to establish a system within the company to insure that the commander has access to the information necessary to make an accurate recommendation. Establish a system where subordinate leaders and supervisors are consulted on such recommendations. You must insure that pertinent data on eligibility prepared by the personnel office is accurate. Encourage eligible soldiers to verify their military records to insure accuracy and completeness.

3. Deserved promotions may be the single greatest morale factor to the individual soldier. It is critical to you and the soldiers of your unit that the promotion process be handled efficiently and accurately.

TASK NUMBER: 071-11B-8563

REFERENCES:

AR 600-200, Enlisted Personnel Management System
DA Pam 600-8, Military Personnel Office Management and Administrative Procedure.

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE AND MAINTAIN A DUTY ROSTER (DA FORM 6).

EVALUATION

CONDITION:

Tasked with selecting personnel for specific duties, given a DA Form 6, pencils, (red, blue, and black), pens (black, yellow felt-tip), a roster of eligible personnel, the dates that the duties must be performed, and the names of persons not available for duty and the reason why they are not available.

STANDARD:

Prepare a duty roster and select the correct personnel to be detailed for a specified period.

TRAINING

1. The duty roster (DA Form 6) is used to record details performed. It is a fair and equitable method of selecting the persons detailed for duty.

2. Preparation of the DA Form 6 (figure 1) begins with completing the heading.

a. NATURE OF DUTY block (figure 1).

(1) The type of detail is entered, e.g., Charge of Quarters, Sergeant of the Guard, etc.

(2) Duties of like nature may be combined on a single roster if they require personnel in the same pay grades. Before you combine rosters, determine if it is allowed by local policy.

b. ORGANIZATION block (figure 1). Enter the unit or activity responsible for providing the details.

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c. FROM (Date) block (figures 1 and 2). Enter the date immediately following the TO date on the previous roster; for a new roster, the date of the first detail on the roster.

d. TO (Date) block (figures 1 and 2). This block is filled in only when a DA Form 6 is closed. The date is always the date of the last detail performed.

e. MONTH/DAY lines (figure 1).

(1) Enter the month in which the details are performed. A slash (/) separates the months and should be placed over the line that separates the last date of one month and the first date of the next month.

(2) The DAY line is subdivided into 40 blocks. Enter only the date that a detail was performed in the blocks.

f. There are two techniques used to post days to the roster to assist you in keeping track of weekday and weekend or holiday duties. The first technique is to use red pencil to denote weekend or holiday and blue pencil to denote weekday. The second technique is to color the entire day column for weekends and holidays with a yellow pen and then post the numbers with a black pen. To help you keep a neat and accurate roster, always post tentative dates lightly in pencil. When you are sure the detail will be performed, go over the date with a pen.

3. Duty rosters contain only the names of persons required to perform the duty involved. When preparing a new roster, all names are entered alphabetically **within grade,** beginning with the highest grade. Changes in personnel do not require new rosters. Following is the proper method to add, delete, or omit names:

a. As personnel join the unit or become qualified to perform the duty, the names are added to the foot of the roster.

b. When personnel are excused from duty or are no longer qualified to perform the duty, they may be deleted or omitted from the roster.

c. When adding, deleting, or omitting persons from the roster, explanatory remarks are required. The reason is indicated by placing a number in parentheses immediately following the person's name. The number must correspond with the remarks on the rear of the duty roster form. An example of some remarks that may be used are:

(1) Assigned.

(2) Excused - SD.

(3) Promoted (used when promotion disqualifies person from performing detail).

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(4) Reassigned.

(5) TDY until 24 April 1976.

d. Figure 1 shows that E3 OSCAR was reassigned on 16 March 1976 and E4 INDIA was assigned and became eligible to perform duty on 15 March 1976.

4. When selecting details from duty rosters, the person selected is the individual with the highest number. When that person is not available, the person on the roster with the next highest number in that same column will be detailed. Whenever a person who has been detailed for a duty cannot perform or complete the duty, the next eligible person in the same column will be detailed to perform or complete the detail.

5. Posting of duties is done only on the day the duty is performed. When details are selected, all other persons on the roster are "charged" with the number of days since they last performed the detail (see figure 1). The crosshatched lines indicate that on the first day E4 ALPHA performed the duty. The other soldiers on the roster who did not perform the detail but were present for duty on that day are charged a number 1 (or one day off). Each day that a soldier does not perform the detail, his or her number increases. On the 4th, E4 CHARLIE had been off duty three days and was next alphabetically; therefore, he was selected to perform the duty for that day. If a person is not available for a detail, a "nonchargeable day" is posted to the roster. Nonchargeable days are indicated by an abbreviation. The reasons that a person may not be available and the abbreviations are discussed below.

a. Those who are absent or otherwise not available because of leave, pass, special duty, temporary duty, illness in the line of duty, or any other authorized reason not due to misconduct will be indicated by the letter "A".

b. Those eligible for detail, but who could not be selected because of previous detail (usually any detail which was not completed at least 24 hours prior to the new detail) or other detail, will be indicated by the letter "D".

c. Those not available because of being absent without leave, in arrest, in confinement, sick not in the line of duty, or otherwise not available as a result of their own misconduct will be indicated by the letter "U".

d. The abbreviation determines whether or not the numbering of "charged" days continues or is interrupted.

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(1) The letter "A" indicates that the numbering is interrupted during that person's absence. (See figure 1). On 16 March, E4 ECHO was hospitalized in the line of duty; he returned to duty on the 21st. His number on the next date that the duty was selected is the number that he would have had on the 16th if he had been present for duty.

(2) The letters "D" and "U" indicate that the numbering system continues and the number is placed with the abbreviation. (See figure 1.) On the 16th, E4 GOLF was absent without leave and remained so until the 21st. During that period, his numbering continued and on the 22d he had four chargeable weekday dates; his number on the 22d is 7.

(3) When commitments require more than one person on a given date, the selection is made from the same column. (See figure 1.) On the 8th, both E4's ECHO and FOXTROT were selected for duty.

e. As you did with the date, a good technique is to lightly pencil in the chargeable days, crosshatches, and abbreviation. When the duty has been performed, go over them with the appropriate pen or pencil.

6. This discussion and figures 1 and 2 depict a consolidated roster where details for weekdays/weekends and holidays are kept on one DA Form 6. You may elect to keep separate rosters for the same duties -- one for weekdays and the other for weekends and holidays. In either case, the rules remain the same.

7. The duty roster shown in figure 1 is a completed roster with the TO date entered. The duty roster shown in figure 2 shows a continued roster. The first duty date is the 20th and it becomes the FROM date on the new roster.

a. Note in figure 2 that E4 INDIA, who was assigned on the 15th and was entered at the foot of the retired roster, has now been placed in the proper alphabetical sequence within pay grade.

b. On the 16th of March (figure 1), E3 OSCAR was reassigned and, therefore, not entered at all on the new roster.

c. The number of "chargeable" days for both weekday and weekend/holiday dates has been carried forward (figure 2).

8. Completed duty rosters must be kept in the unit functional files and disposed of in accordance with the instructions in the Army regulation under which those files are maintained.

TASK NUMBER: 071-11B-8572

REFERENCE:

AR 220-45, Duty Rosters

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DUTY ROSTER

NATURE OF DUTY: Duty Driver, Co B and 1st Bn

ORGANIZATION: Co B 1st Bn 76th Inf

FROM (Date): 1 March 19____

TO (Date): 19 April 19____

GRADE	NAME	MONTH / DAY	MARCH 1	2	4	5	6	8	9	10	14	15	16	17	18	19	20	22	23	24	25	26	27	28	29	30	31	APRIL 1	2	3	5	6	7	8	11	12	13	14	15	16	17	19
E4	Alpha		///	1	2	3	///	4	5	6	1	7	8	9	10	///	2	1	2	3	4	5	3	4	6	7	8	9	10	5	11	///	1	2	6	3	4	5	6	7	7	8
E4	Bravo		1	///	1	2	1	3	4	5	///	6	7	8	9	10	1	///	1	2	3	4	2	3	5	6	7	8	9	4	10	11	///	1	5	2	3	4	5	6	6	7
E4	Charlie		1	2	///	1	1	2	3	4	///	5	6	7	8	9	1	10	///	1	2	3	2	3	4	5	6	7	8	4	9	10	///	1	5	2	3	4	5	6	6	7
E4	Delta		1	2	3	///	1	1	2	3	2	4	5	6	7	8	///	9	///	1	2	3	1	2	4	5	6	7	8	3	9	10	11	///	4	1	2	3	4	5	5	6
E4	Echo		1	2	3	4	1	///	1	2	2	3	A	A	A	A	3	4	5	6	7	8	///	1	9	///	1	2	3	2	4	5	6	7	3	8	9	10	///	1	4	2
E4	Foxtrot		1	2	3	4	1	///	1	2	2	3	4	5	6	7	3	8	9	///	1	2	4	///	3	4	5	6	7	1	8	9	10	11	2	///	1	2	3	4	3	5
E4	Golf		1	2	3	4	1	5	///	1	2	2	U3	U4	U5	U6	U3	7	8	9	///	1	4	5	2	3	4	5	6	///	7	8	9	10	1	///	1	2	3	4	2	5
E4	Hotel		1	2	3	4	1	5	6	///	2	1	2	3	4	5	3	6	7	8	///	1	4	5	2	3	4	5	6	6	7	8	9	10	///	11	///	1	2	3	1	4
E3	Abel		1	2	3	4	1	5	6	7	2	///	1	2	3	4	3	5	6	7	8	///	4	5	1	2	3	4	5	6	6	7	8	9	7	10	///	1	2	3	///	4
E3	Baker		1	2	3	4	1	5	6	7	2	8	///	1	2	3	3	4	5	6	7	8	4	5	9	10	///	1	2	6	3	4	5	6	7	7	8	9	///	1	///	2
E3	Mike		1	2	3	4	1	5	6	7	2	8	9	///	1	2	3	3	4	5	6	7	A	A	A	8	9	10	///	4	1	2	3	4	5	5	6	7	8	///	6	1
E3	Oscar [4]		1	2	3	4	1	5	6	7	2	8																														
E3	Tango		1	2	3	4	1	5	6	7	2	8	9	10	///	1	3	2	3	4	5	6	4	5	7	8	9	10	11	6	///	1	2	3	7	4	5	6	7	8	8	///
	India [1]											1	2	3	4	5	1	6	7	8	9	10	2	3	///	1	2	3	4	4	5	6	7	8	5	9	10	///	1	2	6	3

DA FORM 1 JUL 74 6 — PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED.

SEE REMARKS ON REVERSE.

☆ U.S. GPO: 1974—580-839/8138

For use of this form, see AR 220-45; the proponent agency is The US Army Adjutant General Center.

Figure 1. Sample DA Form 6

2-X-C-4.4

Remarks on reverse of the DA Form 6:

1. **Assigned.**
2. **Excused - SD.**
3. **Promoted (used when promotion disqualifies).**
4. **Reassigned.**
5. **TDY until 24 April 1976**

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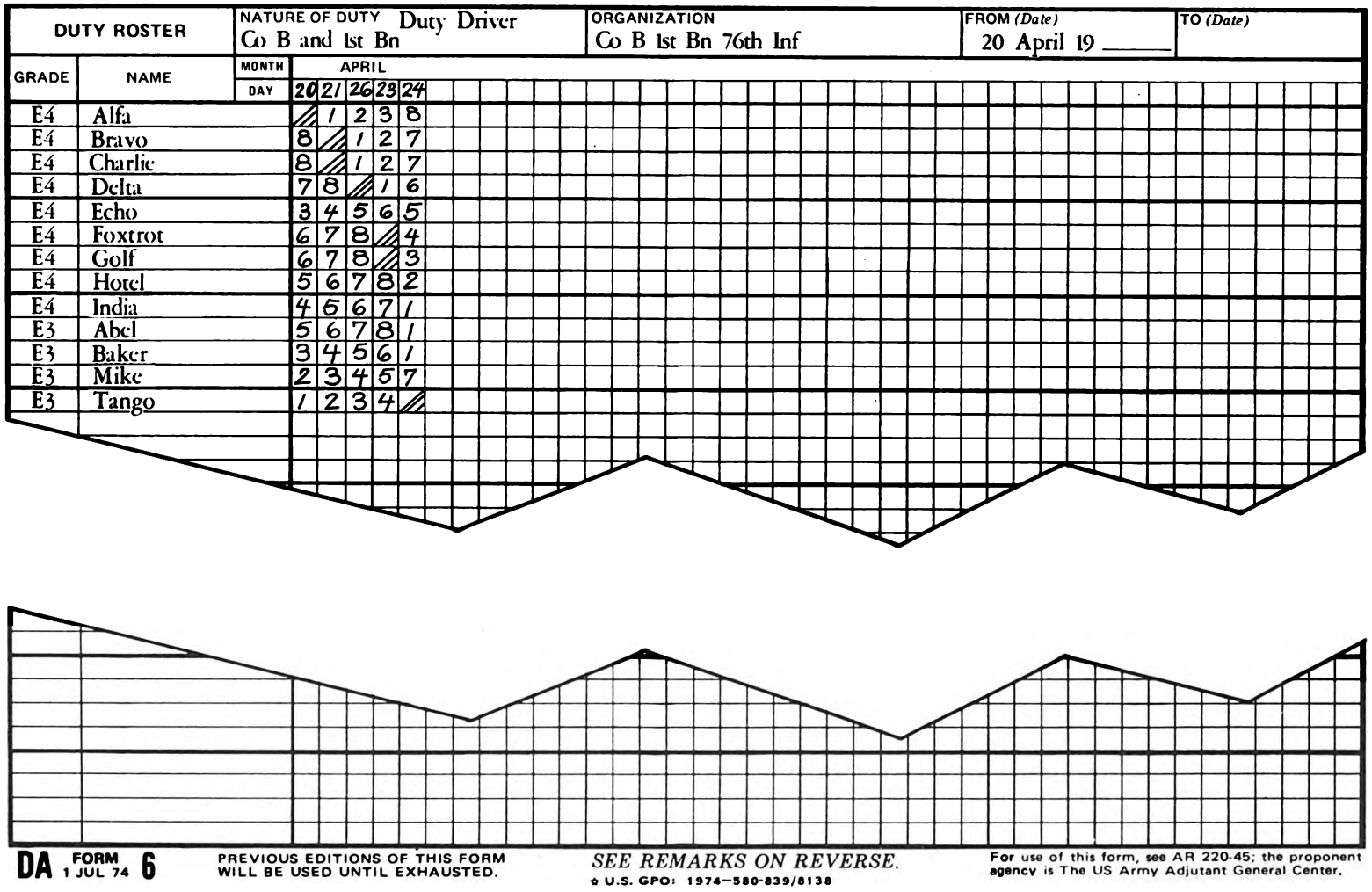

DUTY ROSTER	NATURE OF DUTY: Duty Driver, Co B and 1st Bn	ORGANIZATION: Co B 1st Bn 76th Inf	FROM (Date): 20 April 19 ____	TO (Date):

GRADE	NAME	MONTH	APRIL				
		DAY	20	21	26	23	24
E4	Alfa			1	2	3	8
E4	Bravo		8		1	2	7
E4	Charlie		8		1	2	7
E4	Delta		7	8		1	6
E4	Echo		3	4	5	6	5
E4	Foxtrot		6	7	8		4
E4	Golf		6	7	8		3
E4	Hotel		5	6	7	8	2
E4	India		4	5	6	7	1
E3	Abel		5	6	7	8	1
E3	Baker		3	4	5	6	1
E3	Mike		2	3	4	5	7
E3	Tango		1	2	3	4	

DA FORM 1 JUL 74 6 PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED. *SEE REMARKS ON REVERSE.*

☆ U.S. GPO: 1974—580-839/8138

For use of this form, see AR 220-45; the proponent agency is The US Army Adjutant General Center.

Figure 2. Sample Duty Roster

2-X-C-4.5

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE/REVIEW PERSONNEL ACTION FORM (DA FORM 4187).

EVALUATION

CONDITIONS:

Situation 1: Given a requirement to submit a personnel action, a copy of DA Pam 600-8, AR 680-1 and DA Form 4187.

Situation 2: Given a requirement to review a personnel action, a copy of DA Pam 600-8, AR 680-1 and DA Form 4187.

STANDARDS:

Situation 1: Prepare personnel action form, DA Form 4187, for duty status changes IAW procedures outlined in DA Pam 600-8:

a. Hand prepare the address blocks.

b. Complete sections I, II, and IV.

c. Have unit commander complete section V.

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Situation 2: Review personnel action form for the following:

a. Address blocks are correctly filled in.

b. Section I is completed correctly.

c. Only one action is requested in section III and the individual requesting that action has signed and dated appropriate blocks in section III.

d. Remarks in section IV are applicable to the action being requested.

e. Unit commander has lined out inappropriate words and the correct blocks have been checked.

TRAINING

1. General. DA Form 4187 is used to report duty status changes that impact on pay entitlements; it is also used by military personnel to request an individual personnel action. The form may be prepared by printing legibly with black or blue-black ink or may be typed on a typewriter.

2. Preparation of DA Form 4187. The form is an "action pending" document which must be retained pending completion of a specific future action. When used to request personnel actions the following steps apply:

a. Select the action being requested on DA Form 4187 (see figure 1). Example: Separate Rations. Located opposite the requested action is the column "PROC." (Example: The procedure for Separate Rations under the column "PROC" is 5-27.)

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PERSONNEL ACTION

For use of this form, see AR 680-1; the proponent agency is MILPERCEN:

THRU: *(Include ZIP Code)*	TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*
	CDR, 99th Inf Div ATTN: MILPO Ft. Defense, VA 22310	Commander Co A, 1st Bn 3d Inf Ft Defense, VA 22310

SECTION 1- PERSONAL IDENTIFICATION

NAME *(Last, First, Middle Initial)*	GRADE / PAY GRADE	SOCIAL SECURITY NUMBER
FOXX, GUY STEVEN	SGT E5	123-45-6789

SECTION II-DUTY STATUS CHANGE

The above member's duty status is changed from _____

_____ to _____

effective _____ hours, _____ 19 ____

SECTION III - REQUEST FOR PERSONNEL ACTION (DA Pam 600-8)

I request the following action:

	TYPE OF ACTION	Procedure		TYPE OF ACTION	Procedure
	Service School	3-10		Extension (OTRA) (EM only)	4-3
	ROTC or NGUS Duty (EM only)	3-12		Excess/Advance Leave	4-8
	Deferment from Overseas	3-13		Leave to CONUS/outside CONUS	4-8
	Volunteer for Foreign Service	3-14		Officer Candidate School	4-10
	Ranger Training	3-15		Change of Name/SSN/DOB	4-11
	Reassignment Family Problems	3-16		Separation (Depn/Hardship)	4-15
	Reassignment Married Army Couples	3-32		Identification Card	4-23
	Exchange Reassignment	3-18		Identification Tags	4-24
	Airborne Training	3-19, 20	X	Separate Rations	5-27
	Special Forces Duty	3-22		Advancement to PV2	5-27
	On-the-Job Training	3-23		Other (Specify)	

SIGNATURE OF MEMBER *(When required)*	DATE
Guy S. Foxx	9 Jan 76

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

MEMBER's WIFE HAS MOVED FROM ALBANY, N.J. AND RESIDES WITH HIM AT 122 MAIN ST, NEWTON, VA. EFFECTIVE 9 JAN 74.

SEPARATE RATIONS

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein–

☑ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL

☑ IS APPROVED ☐ IS DISAPPROVED

COMMANDER	SIGNATURE	DATE
TERRY E. LEADER, CPT, INF COMMANDING	Terry E. Leader	10 Jan 76

DA FORM 4187, 1 May 74 PREVIOUS EDITION IS OBSOLETE. COPY 1

Figure 1.

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b. Refer to the appropriate procedure in DA Pamphlet 600-8, identified opposite the action being requested on DA Form 4187.

c. Perform the given procedures outlined in DA Pam 600-8 for the specific action being requested.

3. Duty Status Changes. For a unit operating under CABL procedures, this form will be hand written in ink by the soldier. For duty status changes such as AWOL, hospital, or confinement, etc., the platoon sergeant or first sergeant will hand prepare the address blocks. To eliminate the need for a SIDPERS user's manual at company the PAC will provide a performance sheet for the various duty status changes. The PAC will further develop overprint DFs, letters, or packets to simplify the numerous requests for personnel actions. Note that the company commander will complete section V. Under CABL procedures, the DA Form 4187 assumes special importance in the case of AWOL or desertion. It is the primary source document and will be submitted as evidence for military justice actions.

TASK NUMBER: 071-11B-8570

REFERENCES:

AR 680-1, Morning Report, Reports Control Symbol AG-140 (R5)

DA PAM 600-8, Military Personnel Office Management and Administrative Procedures.

NOTE: Procedure 5-27, DA Pamphlet 600-8, prescribes the use of Section III, DA Form 4187, when submitting routine personnel actions. Many of these requests are submitted to HQ DA for final approval. To insure that these and similar type personnel actions are expeditiously and accurately routed to the appropriate Enlisted Career Management Division, it is requested that the first three digits of the soldier's primary MOS be entered in the Grade/Pay Block of Section I (Personnel Identification Date) of the DA Form 4187. For example, E-5 11B or E-7 11F. This change will be incorporated into the next revision of the DA Form 4187.

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION (DA FORM 268).

EVALUATION

CONDITIONS:

As a first sergeant in a unit not operating under CABL, given AR 600-31 and a specific situation requiring flagging action.

STANDARD:

As a minimum DA Form 268 must be initiated IAW the requirements listed in paragraph 3 below.

NOTE: Under CABL, this procedure is greatly simplified. The company need only submit an informal request using a preprinted form, a handwritten buckslip or similar means. The PAC will then physically prepare the form. However, it will continue to be important, that you as a 1SG retain the knowledge of what a flagging action is, when it is applicable, and the procedures required to initiate and to terminate a flag.

TRAINING

1. FLAGGING ACTION. The purpose of a flagging action is to prevent favorable personnel actions (transfer, promotion, granting of security clearance) from occurring until an individual's status is resolved. Flagging action serves to suspend or to prevent all personnel actions which could be considered favorable to the individual in any way. The fact that an individual is the subject of flagging action is not in itself sufficient authority to retain him in service beyond the expiration of his term of service. Because of the serious effect that flagging actions can have on an individual's morale and military career, great care must be exercised by all persons involved in processing such actions. Flagging actions will not be submitted for soldiers in grades E1 through E5 except when they are under investigation of, or have been charged with, an offense punishable under the UCMJ by a Dishonorable Discharge or by confinement in excess of one year.

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2. FLAGGING ACTION CATEGORIES. There are three broad categories when flagging action will be initiated.

a. Persons against whom action is contemplated under the Military Personnel Security Program.

b. Persons against whom action has been initiated which may result in dismissal, discharge, court-martial, disciplinary action, demotion, or elimination proceedings.

c. Persons who are AWOL, who are under charges or restraint by civil authorities, or who are being investigated because of allegations or incidents reflecting unfavorably upon their character or integrity.

NOTE: Commanders or supervisors will insure, except in security cases, that all military personnel who are flagged are made aware that such flagging actions have been initiated. These individuals will be notified immediately when such flagging actions have been withdrawn. Knowledge of the suspension will be disseminated only to those who have a need to know. The suspension must be lifted promptly when the reasons for suspension no longer exist.

3. PREPARATION OF FLAGGING ACTION. It is imperative that flagging actions be initiated promptly. The personnel data section, sections I, II, and IV of DA Form 268 will be filled out and hand carried to the appropriate headquarters within 24 hours of preparation (see figure 1). DA Form 268 is also used to terminate a flagging action. It must be submitted within 24 hours of preparation. For active duty personnel, AR 600-31 requires that an original and 3 to 5 copies be forwarded through the chain of command. The number varies depending on whether the case involves loyalty or security. However, you should be concerned with local supplements to AR 600-31 or to local SOPs which will specify the number of copies which are required from the initiating unit in your particular organizations. Normally, the S1 channels will handle dissemination of copies. Format examples of how to fill out this form should be specified in local supplements to the AR or in unit SOP.

4. INTERIM REPORTS. Interim reports are submitted 60 days after the initial report and every 60 days thereafter until the case is closed. Interim reports are not required for personnel who have been dropped from the rolls as deserters or for personnel serving a sentence, or under suspended sentence pending appellate review, board action or review of board action at HQDA. The submission of interim reports will be resumed upon a change in status of the case or individual. Distribution of interim reports will be the same as for the initial report or as changed by the transfer of suspension control. (Transfer of control is discussed at length in paragraph 5c, AR 600-31.)

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REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS

For use of this form, see AR 600-31; the proponent agency is The Adjutant General's Office.

DATE FLAGGING ACTION INITIATED

TO:

1. LAST NAME - FIRST NAME - MIDDLE NAME	2. DATE OF BIRTH (DAY / MONTH / YEAR)	3. PLACE OF BIRTH

4. GRADE	5. SSN	6. ARM OR SERVICE	7. COMPONENT	8. ☐ ON ACTIVE DUTY ☐ NOT ON ACTIVE DUTY

9. EXPIRATION DATE OF CAT OR TERM OF SERVICE	10. UNIT TO WHICH ASSIGNED AND MAJOR COMMAND

11. STATION (*Geographical location*)	12. HOME OF RECORD (*No. and Street or RFD No., City, State and ZIP Code*)

SECTION I - INITIAL REPORT

13. ☐ NEW INVESTIGATION ☐ REINVESTIGATION	14. DATE CURRENT INVESTIGATION INITIATED	15. HEADQUARTERS CONTROLLING FLAGGING ACTION

16. BASIS FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION

	AWOL		INTEREST OF NATIONAL SECURITY		ARTICLE 15
	ELIMINATION		IN HANDS OF CIVIL AUTHORITIES		REDUCTION
	COURT-MARTIAL ACTION		UNFAVORABLE CHARACTERISTICS OR INTEGRITY		OTHER (*Explain*)

17. SYNOPSIS OF AVAILABLE INFORMATION PERTAINING TO ACTION CHECKED IN ITEM 16

18. EVALUATION OF SOURCE AND INFORMATION, IF PERTAINING TO NATIONAL SECURITY CASES (*See AR 381-130.*)

SECTION II - INTERIM REPORT

19. SYNOPSIS OF AVAILABLE INFORMATION

20. EXPECTED COMPLETION DATE OF INVESTIGATION	21. NUMBER OF OUTSTANDING LEADS IN EACH MAJOR COMMAND AND DATES THEY WERE SUBMITTED (*AR 604-10 cases only*)	22. IS INVES COMPLETE IN CONTROL OFF AREA? (*AR 604-10 cases only*) ☐ YES ☐ NO

23. COGENT REASONS FOR NON-COMPLETION OF INVESTIGATION WITHIN 120 DAY PERIOD	24. DATE INVESTIGATION COMPLETED AND FILE FWD HQ DA FOR ADJUDICATION (*AR 604-10 cases only*)

DA FORM 1 MAY 70 268 REPLACES EDITION OF 1 MAY 65 WHICH WILL BE USED.

Figure 1.

2-X-C-6.2

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SECTION III - FINAL REPORT UPON COMPLETION OF ACTION

28.	ACTION TAKEN *(Check appropriate block)*
	ACTION COMPLETED. ACCEPTED FOR OR RETAINED IN SERVICE WITH PROVISO "NOT ELIGIBLE FOR SECURITY CLEARANCE, ETC." INDICATE AUTHORITY UNDER REMARKS. RETAIN ALL COPIES OF DA FORM 268 IN TAGO FILES ONLY. *(AR 604-10 cases only)*
	ACTION COMPLETED. CASE CLOSED FAVORABLY. DESTROY ALL COPIES OF DA FORM 268.
	ACTION COMPLETED. DISCHARGED BY REASON OF [ ] RESIGNATION OR [ ] ELIMINATION BY BOARD ACTION. DESTROY ALL COPIES OF DA FORM 268. *(Attach 1 copy of separation orders.)*
	ACTION COMPLETED. DISCIPLINARY ACTION TAKEN. DESTROY ALL COPIES OF DA FORM 268. *(Attach 2 copies of Court-Martial Orders or original and 1st copy of Record of Punishment imposed under Art 15, UCMJ.)*
	MEMBER DISCHARGED OR RETIRED WHILE CASE BEING PROCESSED. RETAIN ALL COPIES OF DA FORM 268 IN TAGO FILES ONLY. INDICATE REASON FOR DISCHARGE. *(Attach 1 copy of separation orders.)*
	OTHER FINAL ACTION *(Explain in "Remarks", Section IV.)*
	TYPE AND DATE DISCHARGE *(Cite appropriate regulation.)* [ ] UNDESIRABLE [ ] GENERAL [ ] OTHER *(Explain)*

SECTION IV - AUTHENTICATION

DATE	TYPED NAME, GRADE, TITLE AND ORGANIZATION	SIGNATURE

REMARKS

DISTRIBUTION

Figure 1. Continued.

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5. REMOVAL OF SUSPENSION OF FAVORABLE PERSONNEL ACTION.

a. It is a command responsibility to insure that suspensions are promptly lifted when the reasons for suspension no longer exist. This is a critical responsibility because of the potential adverse effect on the soldier's morale and career.

b. Removal of the suspension is accomplished by the use of DA Form 268 with a report of the ultimate disposition of the case or action. It is distributed in the same manner as the initial and interim reports. Remember that a suspension will not be removed while an individual is undergoing punishment imposed under Article 15, under sentence of court-martial or during the term of any suspension of punishment imposed.

6. SEPARATE REPORTS. Remember that separate reports must be submitted on each suspension action. It is possible for an individual to become involved in an investigation and prior to the removal of a suspension, to become involved in another incident.

TASK NUMBER: 071-11B-8565

REFERENCE:

AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings.

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE BAR TO REENLISTMENT.

EVALUATION

CONDITIONS:

As a first sergeant in a unit not operating under CABL, given AR 601-280 and a specific situation requiring bar to reenlistment procedures.

STANDARDS:

As a minimum a bar to reenlistment must be prepared IAW the requirements listed in paragraph 2 below.

CABL PROCEDURES: Under CABL, the physical preparation of the bar to reenlistment certificate is accomplished by the PAC.

TRAINING

1. BAR TO REENLISTMENT.

a. A bar to reenlistment is submitted to deny enlistment to persons whose reentry into or continued service with the Army is judged not to be in the best intersts of the military service. Supervisors or commanders must be constantly alert to detect and weed out those persons whose character, conduct, abilities, attitudes, motivation or adaptability for military service does not meet the standards for service in the Regular Army.

b. The records of individuals against whom Bar to Reenlistment proceedings are initiated often disclose the recurrence of one or a combination of the following:

(1) Losses of clothing and equipment.

(2) AWOL for 1 to 24 hour periods.

(3) Late to formations, details, or assigned duties.

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(4) Persistent indebtedness, reluctance to repay, or late payments.

(5) Substandard personal hygiene.

(6) Substandard personal appearance.

(7) "Rides" sick call without medical justification.

(8) Frequent traffic violations.

(9) Recurrent Article 15 punishment.

(10) Late returning from pass or leave.

(11) Misses bed check (when in force).

(12) Cannot follow orders, takes too much time, is recalcitrant.

(13) Cannot train for a job.

(14) Unadaptability to the military.

(15) Failure to manage personal, marital, and/or family affairs.

(16) Involvement in discreditable incidents in the civilian community.

(17) Involved in incidents of moral turpitude evidencing a character deficiency.

2. SUBMITTING RECOMMENDATIONS FOR BAR TO RE-ENLISTMENT. The following is a brief summary of the requirement:

a. The man's unit commander will prepare a certificate signed in duplicate summarizing the basis for his intent to initiate bar to reenlistment procedures. This will include, if appropriate, the number and dates of courts-martial, incidents of punishment under Article 15, and all other factual and relevant information supporting his recommendation.

b. The commander must refer the certificate to the soldier concerned for a statement in his own behalf, if desired, as required by AR 601-280.

c. The individual will be allowed a reasonable period of time for the preparation of his comment and the collection of any documents and/or pertinent material.

d. Upon receipt of the comment of the individual, the commander will forward the certificate through channels to the appropriate commander for approval or disapproval.

e. Commanders having final authority to approve or disapprove bars to reenlistment are as follows:

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(1) GCM authority -- for persons with less than 10 years of service.

(2) Major commander -- for persons with 10 to 18 years of service.

(3) HQ, DA -- for persons with 18 or more years of active Federal service.

f. Subsequent to placing an approved certificate in a soldier's file, the commander of the unit to which the individual is assigned or attached for duty and administration may submit a recommendation to have the certificate voided. Approval to void such a certificate may be granted by the same authority that approved the certificate originally or, if the individual has moved to another jurisdiction, by the comparable commander there.

3. CABL PROCEDURES. Under CABL, the physical preparation of the bar to reenlistment certificate is accomplished by the PAC. The company makes an informal handwritten or telephonic request for the PAC to prepare a bar. This request should be accompanied by supporting material such as counseling statements, records of punishment, or actions to upgrade performance. However, it will remain important that you as a first sergeant retain knowledge of what a bar to reenlistment means, when it is applicable, and the procedures required to initiate or lift the bar.

TASK NUMBER: 071-11B-8567

REFERENCE:

AR 601-280, Army Reenlistment Program

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TRAINING AND EVALUATION OUTLINE

TASK
INITIATE ADMINISTRATIVE ACTIONS ON AWOL SOLDIER.

EVALUATION

CONDITIONS:

Given a situation where a soldier has been determined to be AWOL, copies of Army Regulations 340-15, 600-31, 680-1, 700-84, and Department of the Army Pamphlet 600-8 and SIDPERS User's Manual, Volume I.

STANDARDS:

Within one working day (8 hours) you must insure that administrative actions 1 through 8 have been accomplished. Procedure 9 is self explanatory.

1. Notify PMO AWOL/Apprehension Section of individual's status.
2. Prepare Commander's Inquiry.
3. Prepare DA Form 4187 (Sec II) and (Sec IV if applicable).
4. Prepare Mark Sense Form changing individual's status.
5. Prepare Mark Sense Form (Flag).
6. Post Personnel Data Card (DA Form 2475-2).
7. Suspend Favorable Personnel Actions, DA Form 268.
8. Inventory Personal Property and Personal Effects.
9. On 10th day of AWOL prepare nonmilitary letter to next of kin.

NOTE: Units operating under CABL must insure that the PAC accomplishes the above actions.

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TRAINING

1. The administrative actions required when a soldier goes AWOL are outlined in seven separate Department of the Army references. To explain each action separately would entail extensive duplication. To avoid duplicating these administrative procedures this training section is designed to inform you of what action must be taken and which specific regulation contains detailed instructions on how to prepare each action:

For Action Taken	Refer to
1. Notify PMO AWOL/Apprehension Section of individual's status.	AR 630-10
2. Prepare Commander's Inquiry.	AR 630-10
3. Prepare DA Form 4187 (Sec II and Sec IV if applicable).	DA Pam 600-8
4. Prepare Mark Sense Form changing individual's status.	DA Pam 600-8-1, SIDPERS Users Manual, Volume I
5. Prepare Mark Sense Form (Flag) if DA Form 268 is used.	DA Pam 600-8-1, SIDPERS Users Manual, Volume I
6. Post Personnel Data Card (DA Form 2475-2).	AR 690-1 & DA Pam 600-8-1, SIDPERS Users Manual, Volume I
7. Suspend Favorable Personnel Actions (DA Form 268).	AR 600-31
8. Inventory Personal Property and Personal Effects.	AR 700-84
9. On 10th day of AWOL prepare nonmilitary letter to next of kin.	AR 630-10 and 340-15

2. These administrative actions are required by Department of the Army; local commanders may supplement the regulation and require additional action be taken and/or impose shorter suspenses.

3. If your unit has U.S. Army Reserve or National Guard Personnel assigned or attached for the purpose of active duty for training (ADT) refer to AR 630-10, chapter 4, section 4, to determine the required administrative actions.

TASK NUMBER: 071-11B-8573

REFERENCES:

AR 340-15, Preparing Correspondence
AR 600-31, Suspension of favorable personnel for national security cases and other investigations and proceedings.
AR 630-10, Absent without leave and desertion
AR 680-1, Morning Report, reports control symbol AG 140-R5
AR 700-84, Issue and Sale of Personal Clothing
DA Pam 600-8, Military Personnel Office Management and Administrative Procedures
DA Pam 600-8-1, SIDPERS Users Manual, Volume I

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE DROPPED FROM THE ROLLS (DFR) ADMINISTRATIVE ACTION.

EVALUATION

CONDITIONS:

Given a situation where a soldier has been determined to be a deserter, copies of Army Regulation 27-1, 27-10, 40-121, 190-9, 340-15, 600-31, 604-5, 630-10, and 700-84, Manual for Courts Martial 1969, Department of the Army Pamphlet 600-8 and DA Pam 600-8-1.

STANDARDS:

Within the time established in the appropriate regulation you must insure that the following administrative actions are accomplished:

1. Prepare Mark Sense Form (DFR) on the 30th day of AWOL.

2. Prepare DA Form 4187 (Sec II & IV) with Commander's Certificate on the 30th day of AWOL.

3. Prepare DA Form 3835 within 24 hours.

4. Suspend Favorable Personnel Actions.

5. Prepare Mark Sense Form (Flag) if applicable.

6. Post Personnel Data Card (DA Form 2475-2) - Commander's Certificate in Remarks Section: Prepare duplicate for unit's file and send original to 201 file.

7. Prepare Charge Sheets within 2 days - to 201 file with DA Form 4187.

8. Take action to have security clearance revoked within 3 days, if applicable.

9. Prepare nonmilitary letter to notify next of kin within 4 days.

10. Notify CHAMPUS or Medical Facility Commander if there is reason to believe a deserter has a dependent who is receiving medical care.

11. Retain personal property and personal effects for 120 days.

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TRAINING

The administrative actions required when a soldier is determined to be a deserter are outlined in 12 separate Department of the Army references. To explain each action separately would require a book almost as large as your Soldier's Manual. To avoid this duplication of effort this training section has been designed to outline what actions must be taken and to guide you to the specific regulation containing detailed instructions on how to prepare each action.

Actions	Refer to
1. Prepare Mark Sense Form (DFR).	SIDPERS User's Manual
2. Prepare DA Form 4187 (Sec II & IV) with Commander's Certificate.	DA Pam 600-8
3. Prepare DA Form 3835 within 24 hours.	AR 190-9
4. Suspend favorable personnel actions.	AR 600-31
5. Prepare Mark Sense Form (Flag) if applicable.	SIDPERS User's Manual
6. Post Personnel Data Card (DA Form 24752) - Commander's Certificate in Remarks Section: Prepare duplicate for unit's file and send original to 201 file.	SIDPERS User's Manual
7. Prepare charge sheets within 2 days - to 201 file.	MCM 1969, ARs 27-1 and 27-10
8. Take action to have security clearance revoked.	AR 604-5
9. Prepare nonmilitary letter to notify next of kin.	AR 630-10 & 340-15
10. Notify CHAMPUS or Medical Facility Commander if there is reason to believe a deserter has a dependent who is receiving medical care.	AR 40-121
11. Retain personal property & personal effects for 120 days.	AR 700-84

2. These administrative actions are required by Department of the Army. Local commanders may supplement the regulations and require that additional actions be taken and/or approve shorter suspenses.

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3. If your unit has U.S. Army Reserve or National Guard personnel assigned or attached for the purpose of Active Duty for Training (ADT) refer to AR 630-10, chapter 3, paragraph 3-2, to determine the required administrative actions.

TASK NUMBER: 071-11B-8564

REFERENCES:

AR 27-1, Judge Advocate Legal Service
AR 27-10, Military Justice
AR 40-121, Uniformed Services Health Benefit Program
AR 190-9, Military Absentee and Deserter Apprehension Program
AR 340-15, Preparing Correspondence
AR 600-31, Supervision of Favorable Personnel Action for Military in National Security Cases or other Investigations or Proceedings.
AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material.
AR 630-10, Absent without Leave and Desertion.
AR 700-84, Issue and Sale of Personal Clothing
MCM, Manual for Courts Martial 1969 (Revised)
DA Pam 600-8, Military Personnel Office Management and Administrative Procedures
DA Pam 600-8-1, SIDPERS Users Manual, Volume I

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TASK
REVIEW APPLICATION FOR HARDSHIP/DEPENDENCY DISCHARGE.

EVALUATION

CONDITIONS:

Given a specific case requiring a soldier to be separated under the provisions of chapter 6 of AR 635-200.

STANDARDS:

As a minimum –

1. Application must meet hardship/dependency separation criteria as defined in paragraph 1 below.

2. Evidence must support the specific nature of the claims for hardship/dependency separation as explained in paragraph 3 below.

TRAINING

1. CRITERIA. Enlistees and inductees in the Active Army, and enlisted members of the reserve components serving on active duty or active duty for training may be discharged or released, as appropriate, when it is considered that undue and genuine dependency or hardship exists.

a. Dependency. Dependency exists when, because of death or disability of a member of the soldier's family, other members of his family became principally dependent upon him for care or support.

b. Hardship. Hardship exists when in circumstances not involving death or disability of a member of the enlisted person's family, his separation from the service would materially affect the care or support of his family by alleviating undue and genuine hardship.

2. APPLICATION OF CRITERIA. Separation of soldiers from the service because of dependency or hardship will be granted when all of the following circumstances exist:

a. Conditions have arisen or have been aggravated to an excessive degree since entry on active duty for training.

b. Conditions are not of a temporary nature.

c. Every reasonable effort has been made by the soldier to alleviate the dependency or hardship conditions without success.

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d. The soldier's discharge or release from active military service is the only readily available means of eliminating or materially alleviating the dependency or hardship conditions.

3. EVIDENCE REQUIRED. The supporting evidence for an application for separation because of dependency or hardship normally will be in affidavit form. The evidence must substantiate the dependency or hardship conditions on which the application for separation is based.

a. The evidence required will depend on the nature of the claimed hardship. The application should include, as a minimum, the following affidavits:

(1) The enlisted person's personal request for separation. This affidavit will explain the nature of the hardship condition and the actions which the soldier intends to take to alleviate the hardship condition.

(2) An affidavit or statement by or on behalf of the soldier's dependents which substantiates the dependency or hardship claim.

(3) Affidavits by at least two agencies or individuals, other than members of the soldier's family, which substantiate the dependency or hardship.

b. Additional evidence may be required as follows:

(1) When the basis for the application is financial difficulty, a detailed statement is required to establish the monthly income and expenses of the family.

(2) When the basis for the application is death of a member of the soldier's family, a death certificate or other valid proof of death should be furnished.

(3) When the basis for the application is disability of a member of the enlisted person's family, a physician's certificate should be furnished showing the diagnosis, prognosis, and date of disability.

(4) When the enlisted person requests separation in order to support members of his family other than his wife or children, the application should show the names and addresses of other members of the family. Proof that they could not aid in caring for their family should be furnished.

4. APPLICATION FOR SEPARATION. Separation of enlisted personnel from the service because of dependency or hardship must be requested in writing by the enlisted person. DA Form 2476 (Application for Separation - Hardship or Dependency) may be used to submit the application. However, an application will not be returned merely because it was not submitted on DA Form 2476 if all essential evidence has been submitted.

TASK NUMBER: 071-11B-8566

REFERENCE: AR 635-200, Enlisted Personnel

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE RECOMMENDATION FOR DISCHARGE FOR MISCONDUCT/UNSUITABILITY.

EVALUATION

CONDITIONS:

As a First Sergeant, given AR 635-200 and a situation requiring the separation of an individual for either misconduct or unsuitability.

STANDARD:

Insure that as a minimum the procedures taken for elimination of an individual from the service are IAW paragraph 5 below.

TRAINING

1. GENERAL. AR 635-200 (chapter 13) prescribes the policy and procedures for eliminating soldiers from the service who are found unfit because of misconduct or unsuitable for further military service.

2. INDIVIDUALS SUBJECT TO SEPARATION. An individual is subject to separation under the provisions of chapter 13 of AR 635-200 when one or more of the following conditions exist:

a. Misconduct.

(1) Frequent incidents of a discreditable nature with civil or military authorities.

(2) Sexual perversion, including but not limited to --

(a) Lewd and lascivious acts.

(b) Indecent exposure.

(c) Indecent acts with, or assault upon, a child.

(d) Other indecent acts or offenses.

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(3) Drug offenses, defined as -- The use or incidental possession of any drug or controlled substance as defined in AR 600-50 where use or possession is not covered by the exemption program. (See AR 600-85 for information about the Drug and Alcohol Exemption Program.)

(4) An established pattern –

(a) For shirking.

(b) Of showing dishonorable failure to pay just debts.

(c) Of showing dishonorable failure to contribute adequate support to dependents or failure to comply with orders, decrees, or judgments of a civil court concerning support of dependents.

(5) Homosexual Acts. A homosexual act is defined as bodily contact between persons of the same sex, actively undertaken or passively permitted by either or both, with the intent of obtaining or giving sexual gratification, or any proposal, solicitation, or attempt to perform such an act.

b. Unsuitability.

(1) Inaptitude. Applicable to those persons who are best described as inept, due to lack of general adaptability, want of readiness or skill, unhandiness, or inability to learn.

(2) Personality Disorders. Personality disorders and disorders of intelligence as determined by medical authority.

(3) Apathy (lack of appropriate interest).

(4) Homosexuality (homosexual tendencies, desires, or interest but without overt homosexual acts). Applicable to personnel who have not engaged in a homosexual act during military service, but who have a verified record of preservice homosexual acts.

3. COUNSELING AND REHABILITATION. Before taking separation action against an individual under the provision of chapter 13 of AR 635-200, commanders and supervisors must insure that adequate counseling and rehabilitation measures have been taken. Reassignments accomplished in connection with rehabilitation attempts will normally be made without expending permanent change of station or military personnel funds.

4. MEDICAL PROCESSING. An individual being considered for discharge because of misconduct or unsuitability will undergo a final type physical examination to include a mental status evaluation. If the examining facility commander determines that the individual does not meet medical retention standards (AR 340-501) then he will process the individual IAW AR 40-3. The individual's commander will be notified and the elimination action will be closed.

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5. ACTION BY COMMANDING OFFICER. When adequate counseling and rehabilitative measures have been taken with negative results, the unit commander will accomplish the following actions:

a. Afford the individual the opportunity to waive his right of a hearing before a board of officers. In such cases:

(1) The commander must advise the individual in writing of the basis for the proposed discharge action and advise him that he has the following rights:

(a) To present his case before a board of officers.

(b) To be represented by counsel.

(c) To submit statements in his own behalf.

(d) To withdraw the waiver of the rights in (a), (b), and (c), above at any time prior to the date the discharge authority directs or approves his discharge and request that his case be presented before a board of officers.

(2) An enlisted member will be given a reasonable time (not less than 48 hours) to consider waiver of board proceedings and shall have an opportunity to consult with counsel prior to waiving his rights.

(3) The individual will submit a signed statement indicating that he has been advised of the basis for the contemplated separation and its effects on his rights. The counsel will sign the statement and the statement will be included in the unit commander's report.

(4) Waiver of board hearing will not be accepted in the case of a member who has completed 18 or more years of active Federal service.

b. Forward the case with a recommendation that elimination proceedings be conducted pursuant to chapter 13 of AR 635-200. No recommendation will be made as to the type of discharge to be awarded an individual.

c. Initiate action under the Uniform Code of Military Justice if applicable.

d. Contact the Defense Counsel Section, Office of the Staff Judge Advocate, and make an appointment for the individual to be seen by counsel.

e. Forward the case with a recommendation that the individual be processed through medical channels if contributing medical reasons exist.

f. Initiate flagging action under the provisions of AR 600-31. If it is determined that an individual should be processed through medical channels, the commander will remove flagging action so that disposition will not be delayed.

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g. Initiate a request for waiver of counseling and rehabilitation, if applicable. Request must include sufficient information to determine whether further duty of an individual would create serious disciplinary problems or be a hazard to the military mission or to the individual.

h. Revoke security clearance in accordance with paragraph 24b of AR 604-5.

i. Initiate a letter of recommendation "Discharge - Misconduct/ Unsuitability, AR 635-200." Insure that the letter of recommendation with all documentary evidence is forwarded in sufficient number of copies (IAW unit SOP) to unit headquarters.

6. BOARDS OF OFFICERS. Boards of officers are governed by AR 635-200 and AR 15-6. Boards of officers to determine whether an individual should be discharged because of misconduct will be appointed by the commander exercising general courts-martial jurisdiction. Boards of officers to determine whether an individual should be discharged because of unsuitability will normally be appointed by the commander exercising special courts-martial jurisdiction.

TASK NUMBER: 071-11B-8569

REFERENCE:

AR 635-200, Enlisted Personnel

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TRAINING AND EVALUATION OUTLINE

TASK
MAINTAIN ACCOUNTABILITY OF PERSONNEL (STATUS REPORT, CASUALTY REPORT).

EVALUATION

CONDITIONS:

SITUATION 1: In a training environment.

SITUATION 2: In a combat environment.

STANDARDS:

SITUATION 1: Provide the platoon leader/commander with specific and accurate information on the status (by name) of all personnel in the unit.

SITUATION 2: Provide the commander with an initial casualty report containing complete, accurate, and timely information on personnel who were killed, wounded, or are missing, and also provide the status of all remaining personnel.

TRAINING

1. As a leader it is your responsibility to know who your men are and where they are at all times. Daily or frequent accounting of personnel helps to effectively control your men and resources, and makes available to the platoon leader/company commander the facts surrounding the status of his platoon/company.

2. Your status report would normally include the following information:

   a. Names of soldiers.

   b. Service numbers and grades.

   c. Status (present, AWOL, sick call, etc.).

   d. Total number of personnel assigned.

      (1) Number physically present.

      (2) Number not present.

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Personnel status reporting helps the commander evaluate his readiness posture. More important, when this responsibility is performed daily it helps to keep a unit organized and mission-oriented.

3. When a soldier becomes a casualty, there are established procedures set by Army regulations which govern the compiling of and the dissemination of information regarding the condition of the soldier in question. These set procedures are referred to as the Casualty Reporting System. The purpose of this reporting system is to gather, check, and promptly transmit complete and accurate information on casualties sustained under normal or hostile conditions. The information collected through this program is used to notify the casualty's family and interested Government agencies. It is also used as a basis for payments of benefits and entitlements. These procedures include the designation of reporting responsibilities, evidence needed to substantiate a casualty's physical condition, the channels through which reports pass, responsibilities of inquests and boards of inquiry for missing persons, and rules for notifying the casualty's family, and release of casualty information.

4. AR 600-10 contains in detail, the information on the following aspects of casualty reporting:

a. Applications and responsibilities.

b. Casualty reporting procedures under normal and hostile conditions.

c. Responsibilities and procedures for notifying the casualty's family and others.

d. Casualty reporting procedures during field exercises and movement of units to and from overseas areas.

e. Inquests and boards of inquiry for missing persons.

f. Prisoners of war in US Army custody.

5. The reporting of casualties is a command responsibility and is passed through command channels. The commander or major commander is responsible for the preparation of the reports. However, the commander must have a reliable source and that source is you. The commander will depend heavily on your account of the circumstances surrounding the casualty's incident. Therefore, your role in the system may be that of a reporter or collector of information; information which would be helpful to the commander in providing the most accurate account of what took place. A method of collecting data within an area of operation is the use of DA Form 1155 (Witness Statement on Individuals).

6. As a leader under either hostile or normal conditions, it is important that you familiarize yourself and your troops with the procedures and categories of the Casualty Reporting System as prescribed in AR 600-10.

TASK NUMBER: 071-11A-8003

REFERENCES:

AR 600-10, Casualty Reporting System
FM 25-2, Unit Commander's Guide

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE COMPANY TACTICAL FEEDING PLAN.

EVALUATION

CONDITIONS:

In an actual or simulated combat environment, during daylight or darkness. Given a battalion feeding plan, a map of the company area, and the transportation necessary to deliver the meal.

STANDARD:

When directed, develop a company tactical feeding plan which provides:

1. Protection from enemy observation and fire for the:
   a. Serving area.
   b. Routes that the transportation to the serving area will use.
   c. Routes that the troops will use to get to the serving area.
2. An organized serving area.
3. Mess gear cleaning facilities.
4. Enforcement of light and noise discipline.
5. Type of ration.
6. A point on the ground where guides will meet the transportation.

TRAINING

1. Tactical feeding plans are necessary to insure that the units to be fed are at the serving area on time, the meals are delivered to the serving area, and the serving area provides tactical security.

2. Usually, field kitchens are located in the field trains (centralized mess) and operate under the supervision of the support platoon leader. Coordination for tactical feeding is accomplished through the battalion and company feeding plans.

3. When the field kitchen is located with the company (decentralized mess) coordination is then accomplished by the company feeding plan only.

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4. Feeding plans are the instructions which tell **how** and **when** the feeding will take place. These plans are usually disseminated by fragmentary or oral orders.

a. The battalion feeding plans should, as a minimum, consider the following:

(1) Time and place of meal issue and methods of cleaning mess gear.

(2) Location of kitchens.

(3) Method of distribution and vehicles to be used for delivery.

(4) Additional items of supply to be sent forward with meal.

(5) Time vehicles leave for or report to kitchen area.

(6) Requirements for guides and designation of release points.

(7) Time vehicles will be released to unit control and time they revert to battalion control.

(8) Any restrictions on movement, e.g., blackout conditions.

b. The company feeding plan must be more detailed. The first consideration for its development is the tactical situation. The following indicates the minimum additional considerations used in the company feeding plan.

(1) Type of ration.

(2) Location of company mess area(s).

(3) Arrangements for vehicles, guides, and/or carrying parties.

(4) Release and return of vehicles.

(5) Supervison of vehicles while under unit control.

(6) Arrangements for feeding attached personnel.

c. **Delivery of Meals.** The tactical situation dictates whether food can be delivered to forward positions from the kitchen area during daylight hours or darkness. The battalion's mess section is responsible for delivery of food to units. Unit distribution is preferred, however, supply point distribution or a combination of both may be necessary.

d. **Location of Serving Areas.** The tactical situation normally prohibits feeding troops at or near the field mess location in the field trains. This means that serving areas are most often designated in company areas (figure 1). The serving area should be --

(1) Near a road.

(2) Located as close as possible to the troops to be served.

(3) Provided with a suitable garbage collection point.

(4) In an area that is protected from enemy observation and fire as much as possible.

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e. Water **Resupply.** Water is normally delivered with meals. The battalion obtains water from the water point in the brigade trains area. The water point is established by the division engineers.

5. Remember that company tactical feeding plans require careful planning and close attention to detail to insure timely and safe distribuion of meals in a combat environment.

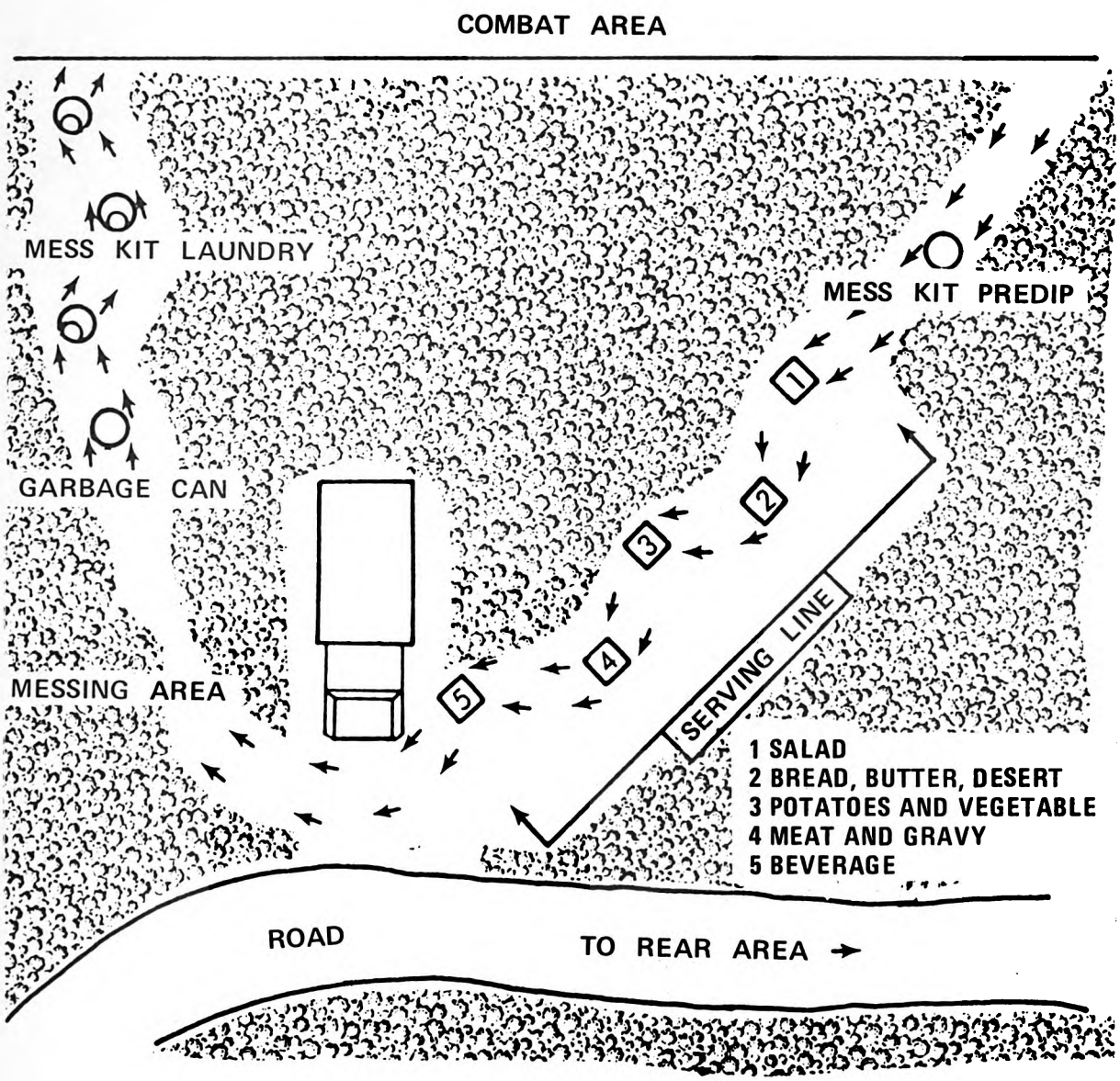

Figure 1. A company serving area.

TASK NUMBER: 071-11B-8581

REFERENCE: None

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TRAINING AND EVALUATION OUTLINE

TASK
MAINTAIN MEAL CARD REGISTER.

EVALUATION

CONDITIONS:

Given a specific block of numbers or letter prefixes, a ruled memorandum book 8½ x 14 inches (NSN 7530-00-222-3523 or NSN 7530-00-222-3524) and AR 30-1 with local supplements.

STANDARDS:

As a minimum, the meal card register will reflect the following information:

1. Meal card number.
2. Date of issue.
3. Printed name of individual to whom issued.
4. Signature of recipient.
5. Date of withdrawal or destruction.
6. Reason for withdrawal or destruction.

TRAINING

1. General. The unit will designate, on unit orders, a meal card controller who will maintain a register in the orderly room of meal cards issued. Meal cards will be prenumbered and signed by the unit commander or an officer designated as the meal card control officer. It is not necessary to issue new meal cards when there is a change in unit commanders.

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Card Number	Date of Issue	Issued To	Signature of Recipient	Date Withdrawn, Lost, or Destroyed	Reason For Withdrawal
19	29 Feb 76	John Doe	John Doe	1 Jul 76	Leave
19	15 Jul 76	John Doe	John Doe	1 Nov 76	PCS
20	2 Apr 76	James Brown	James Brown		

Figure 1. Example Format of a Meal Card Register.

2-X-D-2.1

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TABLE FOR THE ISSUE AND WITHDRAWAL OF MEAL CARDS

RULE	IF AN INDIVIDUAL	AND IF THE INDIVIDUAL	ACTION TO BE TAKEN
1.	Is newly assigned to the unit.	Is authorized to subsist without reimbursement.	Issue meal card completing columns a, b, c and d of meal card register. Notify dining facility manager of the number of new arrivals.
2.	Is newly assigned to the unit.	Is receiving a basic allowance.	Notify dining facility manager of new arrivals.
3.	Applies for basic allowance for subsistence.	Is granted approval by the commander in writing.	Withdraw meal card in his possession on the effective date for the allowance to begin; complete columns e and f of register; advise individual that he must pay for meals consumed in dining facilities after this date. Advise dining facility manager of change in individual status.
4.	Departs on TDY or leave.	Has a meal card in his possession.	Withdraw meal card; complete columns e and f of register; retain card for reissue upon return from leave or TDY. Advise dining facility manager of decrease in personnel strength.
5.	Reports loss of meal card.	Verify in meal card register that individual had been issued a meal card.	Enter report date in column e of meal card register, enter loss in column f. Assign new meal card number; do not use the lost meal card number for 30 days unless all other meal card numbers are assigned. Advise dining facility manager of lost card by name and number so that action can be taken to insure that headcounter checks all diners for missing card. Notify post adjutant so that notice can be placed in daily bulletin for at least 3 days
6.	Is to be confined in a US Army confinement facility.	Has a meal card in his possession.	Withdraw meal card; complete columns e and f of meal card register. Retain card for reissue if the individual is to return to the unit following confinement.
7.	Is being transferred on PCS to a new unit of assignment either on or off the installation.	Has a meal card in his possession.	Withdraw meal card and complete columns e and f of the meal card register. Destroy meal card (exception—laminated cards issued to replacement stream personnel, students or trainees will not be destroyed).

Figure 2.

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RULE	IF AN INDIVIDUAL	AND IF THE INDIVIDUAL	ACTION TO BE TAKEN
8.	Is a member of the US Air Force on TDY.	Has orders stating that he is receiving an allowance for subsistence.	No meal card will be issued.
9.	Is a member of US forces other than active Army, or is a member of a military assistance program, labor service, KATUSA or of a foreign military service.	Has been granted approval to have payment for meals consumed made by pay voucher deduction.	Issue meal card overstamped with the appropriate symbol in accordance with para 4—26b(7) of AR 30-1.
10.	Is an officer, warrant officer, or enlisted required to reimburse the Government for meals consumed.	Has been granted approval to make reimbursement for meals consumed by pay voucher deduction.	Issue meal card overstamped with MPV as shown in paragraph 4—26b (7), AR 30-1. Advise dining facility manager of the name and meal card numbers issued who will account for meals served in accordance with paragraph 4—28f, AR 30-1.

Figure 2. Continued.

2. Registering the Meal Cards. A separate page will be used for each meal card number for units issuing 250 or less meal cards. Units that issue more meal cards than there are pages in the register may use one page to record the issue of up to three meal cards. When a page is used to record the issue of more than one meal card, at least 10-line spaces will be allowed between card entries. Example of a meal card register format is shown at figure 1.

3. Issue and Withdrawal of Meal Cards. Refer to the table in figure 2 for instructions on maintaining a meal card register.

TASK NUMBER: 071-11B-8582

REFERENCE:

AR 30-1, The Army Food Service Program.

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW STATEMENT OF CHARGES (DD FORM 362).

EVALUATION

CONDITIONS:

As a first sergeant, given a completed DD Form 362 and AR 735-11.

STANDARDS:

Insure that the statement of charges is appropriate and satisfies the requirements listed in the checklist of instructions in paragraph 1b below. **(NOTE: Your unit may amend this checklist or provide a totally different checklist or SOP tailored to its specific operational requirements.)**

TRAINING

1. LOSS OR DAMAGE FOR WHICH LIABILITY IS ADMITTED.

a. Statement of Charges. To use the statement of charges, the individual must voluntarily admit pecuniary liability and agree to use the statement of charges to reimburse the government for the loss. The statement of charges may not be used for officers. The loss must be $250 or less. The statement of charges is prepared on DD Form 362 (figure 1). The soldier signs the form acknowledging that the charges contained on the form are correct. The form is then sent to the finance officer responsible for the individual's pay. Personnel of the finance office cause the amount of loss to be deducted from the pay of the responsible individual. A validated copy of the statement of charges is then sent to the property book officer. Property records are posted by supply personnel, and the property is replaced or repaired as appropriate.

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STATEMENT OF CHARGES FOR GOVERNMENT PROPERTY LOST, DAMAGED OR DESTROYED

MILITARY PAY ORDER NUMBER:

DATE: 31 Jan 76

CLASS OF PROPERTY: Organizational

ORGANIZATION: 2-76 Inf (Mech)

FOR MONTH OF: Feb 76

STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD OF ACCOUNTABLE OFFICER: L.M. WRIGHT, CW4, USA

STATION: Ft Benning, Georgia 31905

STOCK NO.	ARTICLES	QUANTITIES 1	2	3	4	5	6	7	TOTAL ARTICLES	UNIT PRICE	TOTAL
6605-223-7064	Compass Wrist Induction Damped ($3.23)	1							1	2.43*	2.43
6230-264-8261	Flashlight, MX-991/U ($1.30)	1		1					2	.98*	1.96
8405-240-2461	Liner, Parka, Mans, Mohair Frieze, OG, Shade 107 ($10.65)		1						1	7.99*	7.99
8405-223-7623	Parka, Mans, ctn-nylon, oxford, OG, Shade 107, W/O Liner ($12.65)		1						1	9.49*	9.49
	*Depreciation allowed								GRAND TOTAL		21.87

CERTIFICATE OF RESPONSIBLE INDIVIDUALS

I certify that my signature hereon consititues:

a. An authorization to recover the amount of indebtness by payroll deduction.

b. An affirmation that the articles are not now in my possession.

c. An agreement to turn in to the appropriate supply officer all articles later recovered, it being understood that the United States Government retains title to the articles listed hereon.

COL NO.	NAME, GRADE AND SOCIAL SECURITY NUMBER	CAUSE FOR CHARGE	TOTAL CHARGE	SIGNATURE OF INDIVIDUAL & AMOUNT ACCEPTED: SIGNATURE	AMOUNT ACCEPTED
1	NAME CANNON, G.R. GRADE PVT SSN 182-79-6006	destroyed thru neglect	$3.41	George R. Cannon	$3.41
2	NAME MEYER, A.S. PFC GRADE PFC SSN 213-21-4080	lost thru neglect	$17.48	Andrew S. Meyer	$17.48
3	NAME O'BOYLE, P.A. GRADE PVT SSN 126-13-3120	lost thru neglect	.98	Paul P. O'Boyle	$.98
4	NAME GRADE SSN				
5	NAME GRADE SSN				
6	NAME GRADE SSN				
7	NAME GRADE SSN				
	GRAND TOTAL		$21.87		

ORGANIZATION COMMANDER

The statements hereon are complete and correct, all damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-11 *(AFM 67-1 for USAF)*.

DATE: 31 Jan 71

SIGNATURE: Frank B. Campbell
FRANK B. CAMPBELL
LTC IN

DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER

The charge set opposite the name of each person listed hereon has been entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection.

DATE:

SIGNATURE:

PROPERTY VOUCHER NUMBER:

DD FORM 1 MAR 362

REPLACES DD FORM 362, 1 SEP 69, WHICH MAY BE USED UNTIL EXHAUSTED.

Figure 1. Statement of Charges.

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b. Reviewing the Statement of Charges. Review the DD Form 362 and check for correctness and completeness and take action to correct mistakes. The following is a checklist of instructions that may be used when reviewing the DD Form 362.

Item or Column	Instruction
Class of property	Enter the class of property, i.e., organizational or installation property, as applicable.
Organization	Enter the organization to which the enlisted individuals are assigned, or the name of the employing agency in the case of a civilian.
Date	Enter date of preparation.
For month of	Enter month or pay period in which settlement is to be effected.
Stock record account or other property record of accountable officer	If organizational property, enter the name of the unit commander; if installation property or post or depot stock, enter the number of the property book or account and name of the accountable or responsible officer, as applicable.
Station	Enter the name of the installation at which the organization is located.
Stock Number	Enter the stock number of the articles lost or damaged.
Articles	Enter the complete description as contained in appropriate current supply manual, for the articles lost or damaged. In case of damage, add "damage to".
Quantities	Enter the quantity of each article lost or damaged by the individual.
Total Articles	Enter the total quantities of each article lost or damaged.
Unit Price	In the case of loss, irrepairable damage, or complete destruction, enter the unit cost per article as obtained from current supply manual or pricing guide. Depreciation may be allowed in the manner and within the limitations set forth in paragraph 4-22c of AR 735-11 on individual items of property having a value of less than $25. Where a depreciation allowance is taken, the "article" and "unit price" columns will be approrpiately annotated as shown in figure 1. In the case of repairable damage, the cost of repair will be entered in the total column and a statement showing the manner of computing the amount of the damage will be filed as an exhibit.

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Total	Unit prices will be extended and total values entered in the extreme right section of this space in the "Total" column.
Name, grade and service number	Enter the typewritten name, grade, and service number of each enlisted person involved (figure 1). In the case of civilians, enter the word "Civilian" after the name.
Cause for charge	Enter the reason for the charge, such as lost, damaged, or destroyed through neglect.
Total charge	Enter the amount to be charged to each individual. The total charge against all individuals will be entered in the "Grand Total" block under the column "Total charge."
Signature of individual	Each individual who admits liability will enter his signature and amount charged in the appropriate space opposite his name.
Organization commander	The unit or activity commander will affix his signature in the space titled "Signature" to complete the statement.
Disbursing officer or payroll certifying officer	In the space below, titled "Signature," the personnel officer or his designee will enter his signature.

2. Figure 1 is a sample of a completed DD Form 362. No one should attempt to prepare DD Form 362 without referring to the applicable regulation.

TASK NUMBER: 071-11B-1271

REFERENCE:

AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

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TRAINING AND EVALUATION OUTLINE

TASK
DETERMINE THE PROCEDURES TO RELIEVE A SOLDIER FROM PECUNIARY LIABILITY.

EVALUATION

CONDITIONS:

As a first sergeant, given a report of survey recommending a soldier be held pecuniarily liable and ARs 15-6, 725-11, and 37-104-3. Either of the following situations may exist.

Situation 1: Facts or evidence not given in the report of survey have come to your attention that might cause the individual who took final action on the survey to grant relief.

Situation 2: The soldier held liable for the loss wants to make an appeal.

Situation 3: The soldier has been paying off his indebtedness incurred under the report of survey. You consider it in the best interests of the government to cancel any remaining unpaid part of the soldier's indebtedness.

STANDARDS:

Situation 1: Have the individual submit a request for reconsideration within 60 days of notification of liability.

Situation 2: Inform the individual that an appeal must be submitted within 3 years after notification of liability.

Situation 3: You may submit or the individual may submit a request for remission concurrently within an appeal or at a later date when the requirement to reimburse the government would create an undue financial hardship on the soldier.

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TRAINING

1. TYPES OF PROPERTY RESPONSIBILITY.

a. Command Responsibility. Command responsibility is the responsibility of an officer in command of an installation or a major activity so designated by Department of the Army.

b. Direct Responsibility. Direct responsibility, as distinguished from command responsibility applies to any individual to whom property has been entrusted. An individual with direct responsibility for military property is charged with the care and safekeeping of this property whether it is in his personal possession, in use, or in storage. The signature of an individual on a hand receipt for property is adequate evidence that the individual has accepted responsibility for the custody, care, and safekeeping of this property. Direct responsibility is further divided into categories as follows:

(1) **Personal Responsibility.** Personal responsibility is the relationship between an individual and his arms or equipment issued or otherwise acquired, or converted to his exclusive use, with or without receipt.

(2) **Supervisory Responsibility.** Supervisory responsibility applies to an individual, entrusted with the care and preservation of property in a storage or supply area, or to a unit or detachment commander in respect to the property of his command. It includes any property under an individual's control or supervision within the scope of his employment, such as a vehicle under the control of the driver.

(3) **Change of Responsibility.** An individual may change his responsibility (personal or supervisory) when he converts government property to his personal use without permission or authority.

2. TERMS OF ACCOUNTABILITY. The following terms found in ARs 735-5, 735-10, and 735-11 are defined for the purpose of explaining accountability for lost, damaged, or destroyed property. Exact definitions are in the referenced regulations.

a. Loss. Loss is used as a comprehensive term to include the loss of, damage to, or destruction of government property.

b. Pecuniary Liability. A personal joint and several, or corporate monetary obligation to make good a loss.

c. Willful Misconduct. Willful misconduct is any intentionally wrongful or unlawful act dealing with the property concerned.

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d. Negligence. Negligence is the failure to take that degree of care with government property which the circumstances warrant, resulting in the loss of the property. Negligence is further categorized as simple or gross negligence.

(1) Simple negligence is the act or omission of acts which demonstrates a lack of the degree of care of government property that a reasonably prudent man would have used under similar circumstances.

(2) Gross negligence is a negligent act or omission accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of that act or omission.

3. PECUNIARY LIABILITY.

a. The Determination of Pecuniary Liability for Property Loss. This determination is not required for every loss of property even when there is evidence of negligence. However, in all cases of lost weapons an investigation must be conducted.

b. To substantiate a finding of pecuniary liability against an individual having personal responsibility, only simple negligence need be proven. Willful misconduct and gross negligence will also substantiate the finding of pecuniary liability against the same individual.

c. A finding against a person having supervisory responsibility must be substantiated by proof of willful misconduct of gross negligence.

d. In cases where a pecuniary charge is recommended, the investigating officer will give the soldier held liable an opportunity to examine the report of investigation after the findings and recommendations have been recorded. This action will be indicated by having this individual complete item 23 of DD Form 200. If the individual is not available because of transfer or separation, a copy of the findings and the evidence to support them, along with full explanation of his rights as stated above will be mailed to him and he will be requested to reply. The investigating officer will also insure that the individual is aware of his right to legal advice, his right to appeal, and in the case of an enlisted man, his right to request remission of indebtedness.

4. RELIEF FROM PECUNIARY LIABILITY. Persons held pecuniary liable for loss of government property are notified by the installation commander. Such individuals must reimburse the government for the property loss. However, persons found pecuniarily liable have two courses of action which may result in relief from the liability. They are the request for reconsideration and the appeal.

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a. A request for reconsideration must be submitted within 60 days of notification of liability for loss of government property. The request may contain any facts or evidence not given in the survey that might cause the individual who took final action on the survey to grant relief. The request is prepared in letter form and is submitted through the appointing authority to the headquarters taking final action on the survey. The headquarters responsible for taking final action on the report of survey will give full consideration to any request received and may either sustain the action previously taken or order the survey reopened. Written notification of the action taken will be furnished to the individual submitting the request.

b. Appeals must be submitted within 3 years after notification of liability. They are routed in the same manner as requests for reconsideration. In the event that the headquarters charged with the responsibility for taking final action on the report of survey disallows the appeal, that office will prepare a memorandum and forward the appeal to Department of the Army. Final action on the appeal is taken by the Secretary of the Army, and the report of survey is closed.

5. REQUEST FOR REMISSION OF INDEBTEDNESS. A request for remission of indebtedness is simply a request to cancel any remaining unpaid part of a soldier's indebtedness, if considered in the best interests of the government. Authority to take final action on requests for remission of indebtedness has not been delegated by the Secretary of the Army to installation commanders or reviewing authorities. This authority is restricted to Headquarters, Department of the Army, as specified below.

a. Requests by enlisted soldiers for remission of indebtedness from pecuniary charges raised on reports of survey are authorized in paragraph 70706 of AR 37-104-3. Such requests will be processed through the same channels as an appeal. To the extent possible, a request for remission will be submitted concurrently with an appeal. The installation commander or reviewing authority, as appropriate, may authorize suspension of collection action pending final decision upon the request for remission. When such a request is prepared as a separate action, even though it is transmitted as an attachment to an appeal, it will be addressed as specified in paragraph 70706b(4)(b) of AR 37-104-3.

b. If the soldier is on active duty and has initiated the request for reconsideration or an appeal based on hardship resulting from stopping pay, full consideration will be given to processing the case as a request for remission of indebtedness as well. Documentation contains all data necessary to support a request for remission; it will include, but is not limited, to the following:

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(1) Date of initial payment toward settlement of the pecuniary charges.

(2) Amount and rate of scheduled payments.

(3) Statement of the individual's pay accounts.

(4) Date of expiration of term of service or the anticipated date of discharge from active duty.

TASK NUMBER: 071-11B-1278

REFERENCES:

AR 15-6, Procedure for Investigating Officers and Boards of Officers Conducting Investigations
AR 37-104-3, Military Pay and Allowances Procedures Joint Uniform Military Pay System (JUMPS - Army)
AR 735-5, General Principles, Policies, and Basic Procedures
AR 735-11, Accounting For Lost, Damaged, and Destroyed Property

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW CASH COLLECTION VOUCHER (DD FORM 1131).

EVALUATION

CONDITIONS:

As a first sergeant, given a completed DD Form 1131 and AR 735-11.

STANDARDS:

As a minimum, insure that --

1. The activity (name and location) is correct and complete on the DD Form 1131.

2. The name, rank, social security account number, and signature of each remitter are reflected on the DD Form 1131.

3. The DD Form 1131 reflects the purpose and depreciation allowed per paragraph 5-20c of AR 735-11.

4. The DD Form 1131 reflects a statement of pecuniary liability admittance.

5. Completed form will be handled IAW Privacy Act of 1974.

TRAINING

1. GENERAL. When government property has been lost, the individual directly responsible for the property must initiate action to obtain relief from that responsibility. The methods of obtaining relief from responsibility should not be confused with or delayed by administrative or punitive actions taken in the interest of supply discipline.

2. CASH COLLECTION VOUCHER.

a. General. When an individual admits pecuniary liability in an amount of $250 or less for property lost (except lost weapons) and

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voluntarily (or in response to a request) offers payment in cash, (cash payment may not be demanded) a record of such payment will be made on the cash collection voucher, DD Form 1131 (figure 1). A copy of the completed form will be used to secure relief from property responsibility.

b. Reviewing DD Form 1131. Review the cash collection voucher for the following:

(1) As a minimum, the DD Form 1131 will be prepared in triplicate.

(2) The name of the individual and organization will be shown in the Receiving Officer column.

(3) Each collection applicable will be listed separately in the Name of Remitter column. This column will reflect the name, social security account number, rank and signature of each individual that admits pecuniary liability for loss of property.

(4) A detailed description of the purpose for which each collection was received is listed separately.

c. The completed cash collection voucher will be forwarded to the installation finance office.

TASK NUMBER: 071-11B-1274

REFERENCE:

AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

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CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NO.

RECEIVING OFFICE COLLECTION VOUCHER NO. 1078-006

RECEIVING OFFICE

ACTIVITY *(Name and location) (Include ZIP Code)*: 2d Bn, 76th Inf (Mech), Ft Benning, Georgia 31905

RECEIVED AND FORWARDED BY *(Printed name, title and signature)*: I. M. WRIGHT, CW4, USA, PBP

DATE: 19 March 1976

DISBURSING OFFICE

ACTIVITY *(Name and location) (Include ZIP Code)*: Finance Office, Fort Benning, Georgia

DISBURSING OFFICER *(Printed name, title and signature)*: CHARLES C. EDGEWOOD, MAJ, FC, Finance Officer

DISBURSING STATION SYMBOL NO.:

DATE RECEIVED SUBJECT TO COLLECTION: 20 March 1976

PERIOD: FROM TO

DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
	Emmett O. Bradley EMMETT O. BRADLEY 385-40-5110 Pvt	Cutter, Wire. M-38 5110-310-8568 1 ea ($3.35)	$3.35	
	Paul A. Wallace PAUL A. WALLACE 221-69-1876 Pvt	Pillowcase, unshrunk cotton, 29 x 42 in white, 7210-170-5478 1 ea ($. 38)	$ .29*	
	Julian A. Howard JULIAN A. HOWARD 331-56-7890 Pvt	Flashlight, MX-991/U 6230-264-8261 1 ea ($1.30)	$.98*	
	Used in lieu of investigation, para 2-8, AR 735-11			
	Signatures above names signify that individuals admit pecuniary liability for the lost, damage, or destroyed property listed after their names.			
	*Depreciation allowed per para 5-20c, AR 735-11.			
		TOTAL	$4.62	

DD FORM 1 APR 57 1131 REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE. ☆ GPO: 1975-592-582

Form approved by Comptroller General, U.S. 24 January 1958

Figure 1. Cash Collection Voucher.

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TASK
REVIEW INVENTORY ADJUSTMENT REPORT (IAR), DA FORM 444.

EVALUATION

CONDITIONS:

As a first sergeant, given a completed inventory adjustment report (IAR) and AR 735-11.

STANDARDS:

Insure that as a minimum the inventory adjustment report is appropriate and satisfies the requirements listed in the checklist of instructions in paragraph 2 below. **(NOTE: Your unit may amend this checklist or provide a totally different checklist or SOP tailored to its specific operations requirements.)**

TRAINING

1. INVENTORY ADJUSTMENT REPORT DA FORM 444.

a. The IAR (figure 1) is designed to provide a simplified economical method of **reporting losses** of property maintained on property book accounts and of adjusting appropriate supply records. The IAR may be used in all cases except for those items of personal arms and personal equipment and occupied government quarters and furnishings or property when the loss is disclosed as a result of inventories conducted upon change of accountable or responsible officers.

b. The purpose of this system is to provide the commander a simple and rapid means of adjusting his supply records to reflect the loss of, damage to, or destruction of property. The processing of an IAR will not be delayed pending the conclusion of administrative or punitive actions taken in the

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interest of supply discipline. The determination of pecuniary liability for property loss is an administrative action. Administrative and punitive actions are separate and distinct actions from the supply actions used to obtain relief from property responsibility.

c. Uses of the IAR.

(1) When property has been damaged but has not been lost and is determined by maintenance personnel to be economically repairable, it is not necessary to adjust the unit's supply records. The unit will place the property into maintenance channels to be returned to serviceable condition. In this case, the unit should not initiate either an IAR or a report of survey. This procedure will be followed regardless of the cause of the damage -- for wear and tear or for negligence.

(2) When property has been damaged beyond economical repair, destroyed, or lost, an adjustment to supply records is required. If the property is available for turn-in, it will be turned-in through normal supply channels.

2. REVIEWING THE IAR. Review the IAR and check for correctness and completeness and take action to correct mistakes. The following is a checklist of instructions that may be used when reviewing the inventory adjustment report. The numbers are keyed to the example in figure 1.

1. Station	Enter the unit or activity designation and station of the company/troop/battery or equivalent organization at which the loss occurred.
2. Date prepared	Enter the current calendar date.
3. Page no.	Enter "1".
4. Number of pages	Enter "1".
5. Supply branch	Enter the DSU or GSU organization designation which supports the property book accounts.
6. Property class	Enter "Organizational" or "Installation" as appropriate. Only one class will be entered on a single DA Form 444.
7. class code	Leave blank.
8. Ownership	Enter the property book account code.
9. Condition	Enter "destroyed" or "lost."
10. Report no.	Leave blank.
11. Item no.	Items will be numbered in sequence on each DA Form 444. Continuation sheets are not authorized.
12. Stock or part number	Enter the correct stock number for the item. If the item is nonstandard, enter "nonstandard" or "NSI".
13. Nomenclature	Enter the correct nomenclature of the item. If the item is nonstandard, give an accurate description sufficient for identification. Where the item involved has been assigned a serial number, such number will be included for additional identification.

Figure 1. Inventory Adjustment Report.

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14. Unit — Enter the unit of issue.

15. Recorded quantity — Enter the current balance for which the unit identified in the station block is responsible.

16. Inventory quantity — Enter the unit balance to be shown after turn-in or lost without turn-in.

17. Quantity over — Leave blank.

18. Quantity short — Enter the number of units being turned in, together with the designation of the unit such as "1 ea," "2 pr," "2 doz," etc.

19. Unit standard price — Enter the unit cost of the listed items. Detailed information relative to the cost of articles is contained in paragraph 3-25 of AR 735-11.

20. Debit — Leave blank.

21. Credit — Enter the total cost of each entry. Total cost will be computed by multiplying the unit standard price by the quantity short.

22. Certificate — A certificate will be entered below the last item listed. The certificate will be worded as follows:

I certify that the above inventory adjustments were necessitated by the loss, damage, or destruction of property as outlined in the summary of facts and circumstances on the back of this form, and appropriate action has been initiated in the interests of supply discipline.

(Signed)

(Typed name, grade, branch, title)

Figure 1. Con't.

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22. Certificate — All copies of the certificate will be signed by the commander of the unit identified in the station block or by a commissioned or warrant officer member of the unit who has been designated by the unit commander.

23. Forwarding statement — The following statement will be entered immediately below the certificate.

Forwarded for accountable property record adjustment. I have reviewed this voucher and concur in all action being taken.

(Signed)

(Typed name, grade, branch, title)

This statement will be signed on copies 1 through 4 by the immediate commander, not a designated representative, of the next higher headquarters of the unit identified in the station block.

24. Voucher no. — The voucher number of the turn-in voucher will be entered in this block. If more than one turn-in voucher is involved, all voucher numbers will be listed.

25. Date approved — The date the accountable property record adjustment is made by the property book officer/accountable officer.

26. Accountable officer — The property book officer/accountable officer will sign and print his name in this block.

27. Director of supply and maintenance — Commander for whom the property book or account is being maintained.

Figure 1. Con't.

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28. Statement of facts

and circumstances — — — — A statement of the facts and circumstances surrounding the damage or destruction will be made on the back of DA Form 444. The statement will not exceed one page, but will identify specific names, places, and times involved. Additional exhibits or inclosures will not be attached to the DA Form 444. However, reference may be made to pertinent information contained in other duty-constituted files; for example, accident report files, unit punishment files, and fire investigation files.

INVENTORY ADJUSTMENT REPORT (TM 38-403)

STATION (1) | DATE PREPARED (2) | PAGE NO (3) | NUMBER OF PAGES (4)

SUPPLY BRANCH (5) | PROPERTY CLASS (6) | CLASS CODE (7) | OWNERSHIP (8) | CONDITION (9) | REPORT NO. (10)

ITEM NUMBER	STOCK OR PART NUMBER	NOMENCLATURE	UNIT	RECORDED QUANTITY	INVENTORY QUANTITY	ADJUSTMENT		UNIT STANDARD PRICE	ADJUSTMENT AMOUNTS	
						QUANTITY OVER	QUANTITY SHORT		DEBIT	CREDIT
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
		(22)								
		(23)								

I CERTIFY THAT THE ABOVE INVENTORY ADJUSTMENTS ARE NECESSITATED BY DIFFERENCES BETWEEN THE BALANCES AS RECORDED ON THE STOCK CARDS AND THE BALANCES COUNTED ON THE PHYSICAL INVENTORY MADE ON _____

ACCOUNTABLE OFFICER (26) | DATE APPROVED (25) | DIRECTOR OF SUPPLY AND MAINTENANCE (Show proper title of approving authority) (27)

LOCATION OF COUNT SLIPS DISCLOSING ABOVE DISCREPANCIES | NAME | PLACE | VOUCHER NO. (24) | ACCT. TRANS. CODE

DA FORM 1 AUG 54 444 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

☆ U. S. GOVERNMENT PRINTING OFFICE 1956—O-301388

Figure 1. Con't.

TASK NUMBER: 071-11B-1275

REFERENCE:

AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

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TRAINING AND EVALUATION OUTLINE

TASK
CONDUCT INVENTORY OF ABSENTEE'S PERSONAL EFFECTS AND MILITARY EQUIPMENT.

EVALUATION

CONDITIONS:

As a first sergeant, given Army Regulations 710-2 and 700-84 and a situation with an individual absent without authority (AWOL) or hospitalized.

STANDARDS:

Insure that as a minimum government property and personal effects belonging to the soldier are inventoried IAW procedures outlined in paragraphs 1 and 2 below.

TRAINING

1. DISPOSITION OF CLOTHING OF ABSENTEE PERSONNEL.

a. **Inventory.** Immediately upon notification that an individual is AWOL, the unit commander or first sergeant will cause all property left behind by the individual to be inventoried by an officer, warrant officer, or noncommissioned officer in grades E6 through E9. The individual designated to take the inventory will:

(1) Assure himself that the clothing abandoned is actually the clothing of the individual who is absent without leave.

(2) Make certain that the clothing is not exchanged for that of any other individual in the unit or organization.

(3) Insure that the items and quantities of military clothing are inventoried using **DA Form 3078** in triplicate.

(4) Insure that the DA Form 3078 is verified and initialed by the unit commander or his commissioned or warrant officer representative.

(5) After the DA Form 3078 is signed, insure that the original copy and inventoried items are placed in a duffel bag or other suitable container and the remaining two copies are retained in the unit suspense file pending further action.

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(6) Insure that a separate inventory list of personal effects is signed, verified and initialed as explained above in paragraphs 1a(4) and 1a(5). Personal cash will be deposited with the finance and accounting officer. This receipt will be retained in the organization files and a copy will be filed with the individual DA Form 201.

b. **Safekeeping.** Immediately upon completion of the inventory described above, the clothing of the absentee will be secured in the unit facilities.

c. **Return of Individual.** Should the soldier return to the unit or organization prior to being dropped from the rolls, the clothing will be returned to the individual. He must acknowledge receipt of his effects on the original copy of the inventory listing. The two copies retained in the suspense file will then be destroyed. The unit commander will determine whether or not the individual has in his possession his initial allowances of personal military clothing. Should a shortage exist, the missing items will be replaced at the expense of the individual.

2. DISPOSITION OF CLOTHING OF HOSPITALIZED PERSONNEL. When an enlisted individual is hospitalized at his or her installation, the unit commander or first sergeant will, without delay, insure that clothing and personal effects of the individual are immediately secured and safeguarded. If the individual does not return within 5 days, the clothing and personal effects will be inventoried as outlined in paragraph 1.

TASK NUMBER: 071-11B-1276

REFERENCES:

AR 630-10, Personnel Absences, Absence Without Leave and Desertion.

AR 700-84, Issue and Sale of Personal Clothing

AR 710-2, Material Management for Using Units, Support Units, and Installations

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TRAINING AND EVALUATION OUTLINE

TASK
ORGANIZE/SUPERVISE THE COMPANY TRAINS AREA.

EVALUATION

CONDITIONS:

In a combat environment, during daylight or darkness, given a map, a general trains location, and the available trains personnel, vehicles, equipment for a specific unit, and the commander's guidance.

STANDARD:

1. When directed, organize the trains location. Minimum considerations for organizing a company trains location are:

a. Accessibility to roads.

b. Cover from direct fire and concealment from enemy aerial and direct observation.

c. Dispersal of personnel, vehicles, and equipment.

d. All personnel must be assigned a defense position and crew-served weapons must be assigned primary and alternate sectors of fire.

e. Functional section integrity should be maintained.

2. Once the trains are established, supervise the company trains. As a minimum, you must insure that:

a. Light and noise discipline is maintained.

b. Guards are alert.

c. Fighting positions are prepared.

d. Camouflage discipline is maintained.

e. Functional missions are conducted as required.

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TRAINING

1. The company is the lowest element that establishes a trains. The company trains is organized by grouping together personnel, equipment, and vehicles to provide administrative and logistical support for the company. The usual activities that are conducted in the company trains area are:

a. Distribution of all supplies.

b. Organizational maintenance of vehicles, radios, and other equipment.

c. Administrative activities, the company aid post, and the company mess area (if the battalion mess section is operating on a decentralized basis).

d. Storage of the equipment of the infantry company not immediately required for tactical operations.

2. The general trains location is usually selected by the company commander and may be specified in his order. Exact location and organization of the trains requires careful consideration of the tactical situation, the unit's mission, and the desirable characteristics described below. The trains location should:

a. Be near the company command post. There should be a convenient road net that will allow forward units to reach the trains rapidly. The system should contain alternate routes.

b. **Not** interfere with operations of combat elements. Trains areas must be far enough from the combat elements so they do not impede a tactical unit's freedom of movement.

c. Contain sufficient space to permit dispersion of vehicles and activities.

d. Offer concealment from hostile ground and aerial observation.

e. Offer firm ground for vehicles.

f. Be located where no terrain feature, such as an unfordable river, is a barrier to supply and evacuation operations.

g. Be located on terrain that favors defense against air or ground attacks and facilitates local security.

h. Be near a source of water.

i. Have a suitable landing site for attached or supporting aircraft.

3. The following techniques are normally used when employing the company trains:

a. Offense. In a fast moving mechanized attack, the trains may remain with the company or collocate with the battalion combat and/or field trains. By collocating with the battalion trains, company trains gain

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additional security and increased coordination with logistical elements of the battalion. Similar techniques may be employed in a non-mounted attack as the situation requires.

b. Defense. In the defense, the company trains is normally located with the company CP. This will vary depending on the terrain and available road nets.

4. The company trains area must be organized to insure that the trains can perform its mission, provide its own limited security, and maintain tactical discipline.

a. To insure security and tactical discipline when the trains are in a stationary position, the following considerations must be supervised and checked:

(1) Camouflage discipline.

(2) Defense plan to include fighting positions.

(3) Guards must be assigned to secure the location.

(4) Light discipline.

(5) Noise discipline.

(6) Dispersion of personnel, vehicles, and equipment.

(7) Integral road nets should be one way.

(8) The use of dismount points.

b. When the trains is moving with the company, supervisory tasks consist of:

(1) Maintaining convoy interval.

(2) Insuring that each vehicle commander and the personnel riding on or in the vehicle know where they must go and what they must do if the convoy receives ground or aerial attack.

(3) Insuring that all personnel riding in vehicles are assigned a sector of observation and fire.

(4) Insuring that personnel report enemy sightings immediately.

(5) Maintaining air guards.

TASK NUMBER: 071-11B-1277

REFERENCE: None

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TRAINING AND EVALUATION OUTLINE

TASK

REQUEST SUPPLIES AND LOGISTICAL SERVICES.

EVALUATION

CONDITIONS:

You have been given guidance from your unit commander or unit SOP to maintain an accurate status of supplies and to request replacement of shortages and any needed logistical support.

STANDARDS:

1. Maintain an accurate status of all: accountable supply items and ammunition (without error); expendable supply items (to within 10%); and rations and water (to within 10%).

2. Report without error on status determined above, as requested or directed by unit SOP.

3. Request resupply of any item, as directed by your unit's SOP, before a shortage occurs which will detract from the operational effectiveness of your platoon.

TRAINING

1. As platoon sergeant, it is your responsibility to perform a periodic check on the status/condition of your platoon's supplies and equipment. You should know that your role in the Army's logistical system is that of an assessor. Once you make an assessment of the supply situation in your platoon, you must immediately pass this information on to your commander/executive officer or supply sergeant.

2. At company level, there is no designated logistics officer. However, the company executive officer usually serves as the commander's principal assistant for planning, organizing, and supervising the logistical operations of the company. He is responsible for supervising the feeding of the company, initiating timely requests to battalion for supplies, supervising the distribution of fuel and ammunition, and organizational maintenance. The company supply sergeant is the commander's principal enlisted assistant for supply matters; he requests and issues ammunition, petroleum-oil-lubricant (POL) supply, and replacement equipment. He maintains supply records, to include usage data.

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3. Your status report should identify the status of specified items. Normally, your report will be informally written or oral. However, your report is very important, in that it generates the initiation of the formal methods of requisitioning supplies. Your commander or unit SOP may establish guidance for the reporting of shortages or losses, to facilitate control and minimize the possiblity of over/under requisitioning.

4. Normally, your unit's executive officer or supply sergeant will consolidate the individual platoon requests for supplies, rations, ammo, clothing, etc., and requisition supplies/logistical support from the next higher logistics section or support unit (if the item is not available within the company). The executive officer or supply sergeant can request the following items:

CLASS I ITEMS:	RATIONS.
CLASS II ITEMS:	CLOTHING, TOOLS, ADMINISTRATIVE AND HOUSKEEPING SUPPLIES AND EQUIPMENT.
CLASS III ITEMS:	POL.
CLASS IV ITEMS:	CONSTRUCTION MATERIAL.
CLASS V ITEMS:	AMMUNITION.
CLASS VI ITEMS:	PERSONAL DEMAND ITEMS (CANDY, SOAP, CIGARETTES).
CLASS VIII ITEMS:	MEDICAL MATERIEL.
CLASS IX ITEMS:	REPAIR PARTS.
CLASS X ITEMS:	MATERIAL TO SUPPORT NON-MILITARY PROGRAMS.

MISCELLANEOUS ITEMS: WATER, SALVAGE, MAPS.

5. It is your responsibility, however, to insure that members of your platoon are equipped with the supply items necessary for them to effectively perform their jobs and that the platoon is provided the logistical services necessary for their welfare and combat survivability. Your logistical responsibilities are to be aware of the status of supplies within your platoon and to make timely requests (through your supply section) by type and amount. You must also know the status of TOE equipment and request replacement items for equipment that is lost, damaged, or destroyed.

TASK NUMBER: 071-11A-8002
REFERENCE:

FM 100-10, Field Service Regulations Administration

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TRAINING AND EVALUATION OUTLINE

TASK
REVIEW PAY INQUIRY (DA FORM 2142), JUMPS-ARMY ALLOTMENT AUTHORIZATION (DA FORM 1341), AND JUMPS-ARMY PAY ELECTION (DA FORM 3685).

EVALUATION

CONDITIONS:

As a first sergeant, given ARs 37-101-1 and 37-104-3, and the following situations:

1. Situation 1 -- Given a requirement to review completed copies of DA Form 2142.

2. Situation 2 -- Given a requirement to review completed copies of DA Form 1341.

3. Situation 3 -- Given a requirement to review completed copies of DA Form 3685.

STANDARDS:

1. Situation 1 -- Insure that:

a. Each block in Section I of DA Form 2142 is correctly filled in by the inquirer and the nature of the pay inquiry is specific enough for follow-up action to be taken by the finance office.

b. Each applicable block in Section II has been filled in and signed by the unit commander before forwarding the form.

c. The form is prepared in triplicate.

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2. Situation 2 -- Insure that:

a. Blocks 1 through 4 of DA Form 1341 are correctly filled in by the individual.

(1) If the start block in block 4 is checked, insure that blocks 5, 6, 7, and 8 are correctly filled in.

(2) If the stop block in block 4 is checked, insure that blocks 6, 7, and 10 are filled in correctly.

(3) If the change block in block 4 is checked, insure that blocks 5, 6, 7, 8, and 10 are correctly filled in.

b. Block II is signed and dated in ink by the individual before forwarding.

c. The form is prepared in triplicate.

3. Situation 3 -- Insure that:

a. Only one election on DA Form 3685 has been selected and each other applicable block to the selected election is correctly filled in.

b. The authorization block is filled in and signed by the individual completing the form.

c. The form is prepared in duplicate.

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TRAINING

1. See figure 1 for an example of a completed DA Form 2142 (Pay Inquiry). Three copies of this form will be completed by the individual prior to the commander completing Section II.

PAY INQUIRY

For use of this form, see AR 37-101-1; the proponent agency is the Comptroller of the Army.

BLOCK NUMBER | INQUIRY NUMBER | DATE

SECTION I *(To be completed by service member.)*

NAME	SSN	GRADE
DOE, JOHN J.	000-00-0000	PVT E2

UNIT	PHONE NUMBER
Co C, 1st Bn, 26th Inf, APO NY 09029	000-0000

NATURE OF PAY INQUIRY *(Be specific)*
Failed to receive my entire allowances for the month of Dec 75.

MONTHLY REPORT

SECTION II *(To be completed by Unit Commander.)*

	DATE	MR NO.	DATE
☒ 1. Supporting Document Submitted to Finance	1 JAN 76	1	30 DEC 75
☐ 2. Supporting Document(s) Submitted to Finance		DATE	TL NO.
☐ 3. Supporting Document Was Not Submitted to Finance, But Will Be on TL or MR			DATE

☐ 4. Requested Local Payment Is Approved ☐ YES ☐ NO

☐ 5. Entitlement Due Service Member From _____ *(PRIOR STATION)*

☐ 6. Other *(Specify)*

TRANSMITTAL LETTER

SIGNATURE OF UNIT COMMANDER James C. Ship, CPT, IN, CMDG

SECTION III *(To be completed by Finance.)*

PROBLEM: ☐ ALLOTMENT ☐ ENTITLEMENTS ☐ COLLECTION ☐ LEAVE ☐ NON REC CHECK ☐ NON REC LES ☐ OTHER *(Specify)*

INQUIRY ANALYSIS CAUSE

☐ 1. NON-RECEIPT OF DOCUMENT FROM UNIT COMMANDER
☐ 2. LATE RECEIPT OF DOCUMENT FROM UNIT COMMANDER
☐ 3. DOCUMENT RECEIVED FROM UNIT COMMANDER ON TIME BUT TOO LATE TO BE PROCESSED PRIOR TO JUMPS CUTOFF.
☐ 4. DOCUMENT RECEIVED - FINANCE DID NOT PROCESS.
☐ 5. DOCUMENT RECEIVED AND PROCESSED. REJECTED ON DJUOL.
☐ 6. PRIOR STATION
☐ 7. USAFSA

ACTION REQUIRED

☐ DA FORM 3684 ☐ LOCAL PAYMENT
☐ OTHER *(Specify)*

DATE APPROVED LOCAL PAYMENT PAID	SIGNATURE OF PAY CLERK

DA FORM 1 APR 73 2142 EDITION OF 1 JUL 58 IS OBSOLETE. PFR

Figure 1.

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2. See figure 2 for an example of a completed DA Form 1341 (Jumps-Army Allotment Authorization). Three copies of this form will be completed. When completing this form, insure that the individual has completed all other applicable blocks which correspond to the action that is requested in block 4.

JUMPS - ARMY ALLOTMENT AUTHORIZATION

For use of this form, see AR 37-104-3; the proponent agency is the Office of the Comptroller of the Army.

(PLEASE PRINT OR TYPE)

1. NAME *(Last, First, Middle Initial)*	2. GRADE	3. SOC. SEC. NO.
DOE, JOHN J.	PVT E2	000-00-0000

4. ACTION REQUESTED *(Please Select One)*	5. MONTHLY AMT OF NEW ALLOTMENT	6. EFFECTIVE DATE *(Mo & Yr)*
☑ START *(complete 5-6-7-8)* ☐ STOP *(complete 6-7-10)* ☐ CHANGE *(complete 5-6-7-8-10)*	$ 50.00	FEB 76

7. TYPE OF ALLOTMENT *(Select One)*

☑ VOLUNTARY SUPPORT OF DEPENDENTS (Optional to all members)

☐ NATIONAL SERVICE LIFE INSURANCE

☐ COMMERCIAL LIFE INSURANCE

☐ HOME LOAN (Enter account number in Item 8b)

☐ DEPOSIT TO A FINANCIAL INSTITUTION (Enter Savings or Checking Account number in Item 8b)

☐ COMBINED FEDERAL CAMPAIGN

☐ MONTHLY US SAVINGS BOND (Complete Item 9)

☐ QUARTERLY US SAVINGS BOND (Complete Item 9)

	AMOUNT OF LOAN OR INDEBTEDNESS
☐ INDEBTEDNESS TO OTHER GOVERNMENT AGENCIES (e.g., IRS, FHA, VA)	
☐ ARMY EMERGENCY RELIEF LOAN	
☐ AMERICAN RED CROSS LOAN	

FOR USE BY MEMBERS OVERSEAS ONLY

☐ UNIFORMED SERVICES SAVINGS DEPOSIT PROGRAM

FOR USE BY RETIRED PERSONNEL ON ACTIVE DUTY ONLY

☐ RETIRED SERVICEMANS' FAMILY PROTECTION PLAN

8. PLEASE MAIL MY ALLOTMENT TO:

a. Payee's Name	b. Account number or name of individual's account to be credited or mail in care of:
LEONA P. DOE	LEONA P. DOE
c. Street Address (RFD No. or P.O. Box)	**d. City, State, Zip Code**
1001 JOHNSON DR	ANYCITY, AL 31905

9. US SAVINGS BOND INFORMATION *(Social Security Number required for Item 9a or b.)*

a. ☐ OWNER'S NAME *(First, Middle Initial, Last - if a married woman, given name must be used, e.g., Mary A. Jones.)*

b. The following person, if any, is to be named as

☐ CO-OWNER ☐ BENEFICIARY

NAME *(First, Middle Initial, Last - if a married woman, given name must be used, e.g., Mary A. Jones.)*

c. ☐ Request my bond be held for safekeeping at US Army Finance Support Agency, Dept 22, Indianapolis, IN 46249 (Bonds may be requested at anytime upon your written application to above agency.)

10. PLEASE IDENTIFY THE CURRENT ALLOTMENT BEING STOPPED OR CHANGED IN THE ITEMS BELOW:

a. Payee's Name	b. Amount of Allotment	c. Type of Allotment

d. Mailing Address of Allotment

11. SIGNATURE OF MEMBER *(Sign in ink only.)*	12. DATE
John J. Doe	1 JAN 76

DA FORM 1 DEC 73 1341

REPLACES DA FORM 1341A, 1 JAN 71; DA FORM 1341C, 1 JAN 71; DA FORM 1341S, 1 JAN 71; DA FORM 1341-1, 1 APR 72; DA FORM 1341-2, 1 MAR 71; WHICH ARE OBSOLETE. USAFSA 1

Figure 2.

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3. See figure 3 for an example of a completed DA Form 3685 (Jumps-Army Pay Election). Two copies of this form will be completed. Insure that all applicable blocks to the election requested are completed.

JUMPS–ARMY PAY ELECTIONS

For use of this form, see AR 37-104-3; the proponent agency is the US Army Finance and Accounting Center.

HOW DO YOU WANT TO BE PAID — Please circle one item.

(■) ONCE A MONTH (Complete A & B) ■ TWICE A MONTH (Complete C & D) ☐ TOTAL ACCRUAL (Read E)

A If you circled once a month, please circle one item.

(■) ALL PAY END–OF–MONTH

☐ MID–MONTH PAY OF $_____ (Not to exceed ½ of total) ACCRUE BALANCE OF PAY (read E)

☐ ACCRUE $_____ EACH MONTH/ BALANCE OF PAY END–OF–MONTH (Read E)

B Please circle one method of payment.

■ CHECK to Financial Organization (Complete F)

(■) CHECK to address (Complete G)

■ CHECK to me at my unit

☐ CASH

C If you circled twice a month, please circle one item.

■ ½ OF PAY MID–MONTH BALANCE OF PAY END–OF–MONTH

■ MID–MONTH PAY OF $_____ (Specify amount, not to exceed ½ of total) BALANCE OF PAY END–OF–MONTH

■ ACCRUE $_____ EACH MONTH MID–MONTH PAY OF $_____ (Not to exceed ½ of total) BALANCE OF PAY END–OF–MONTH (Read E)

D Please circle one method of payment for Mid-Month and one for End-Of-Month.

(YOU CAN HAVE ONLY ONE CHECK ADDRESS)

MID–MONTH	END–OF–MONTH
■ CHECK to Financial Organization (Complete F)	■
■ CHECK to address (Complete G)	■
■ CHECK to met at my unit	■
■ CASH	■

E ☐ ALL AMOUNTS ACCRUED MAY BE WITHDRAWN AT ANY TIME UPON APPLICATION TO YOUR FINANCE OFFICER.

F ■ 1. (Name of Financial Organization)

2. (Savings or Checking Account No.)

3. (Name of account holder)

4. (Street No., RFD#., P.O. BOX)

5. (City, State, ZIP code)

G ■ 1. (Name to be entered on check) PVT JOHN J. DOE

2. (Street No., RFD#., P.O. BOX) 1001 JOHNSON DR

3. (City, State, ZIP code) ANYCITY, AL 31905

I HEREBY AUTHORIZE PAYMENT AS SPECIFIED ABOVE

John J. Doe (Signature) | 000-00-0000 (SSN) | 1 JAN 76 (Date)

JOHN J. DOE (Printed Name) | 1 FEB 76 (Effective Date)

DA FORM 1 FEB 73 3685 EDITION OF 1 JAN 71 IS OBSOLETE

Figure 3.

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4. When reviewing the forms in paragraphs 1 through 3 above, insure that the individual has the correct form for the action he needs assistance with.

TASK NUMBER: 071-11B-8700

REFERENCES:

AR 37-101-1, Field Organization and Operating Instructions Under the JUMPS-Army Pay System
AR 37-104-3, Military Pay and Allowances Procedures Joint Uniform Military Pay System (JUMPS-Army)

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CHAPTER 2

SENIOR INFANTRY SERGEANT

SECTION XI

OPERATIONS DUTY POSITION

TRAINING AND EVALUATION OUTLINES

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE AN OPERATION OVERLAY.

EVALUATION

CONDITIONS:

During unit combat operations, CPX, FTX, and peacetime contingency, given a complete copy of an OPORD your unit is to execute, Commander's/S3's guidance (to include time available for preparation), overlay paper, tape, map of operational area, colored pencils (red, black, blue, green, yellow), #2 pencil, coordinate scale and FM 21-30.

STANDARDS:

Within the time specified by the commander the overlay must:

1. Be correctly identified by the map reference data, effective date and purpose.

2. Contain correct classification marking and downgrading instruction (if applicable).

3. Contain correct distribution instructions and proper authentication if distributed separately.

4. Be prepared in accordance with overlay techniques as outlined in chapter 4, FM 21-30, Military Symbols.

5. Be prepared with boundaries and unit locations plotted to within 50 meters; tactical/fire support control measures to within 25 meters.

TRAINING

1. **General.**

a. Overlay techniques involve the use of military symbols to portray in a condensed form the plans, orders, and information concerning a military situation/operation.

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b. FM 21-30 is the basic doctrinal publication covering authorized military symbols for use in US Army commands.

2. Relationship of overlay to written portion.

a. When the overlay and the written portion of the plan or order are separate documents -

(1) The overlay is an annex; it requires a heading and ending only when it is distributed separately.

(2) A reference to the overlay annex is contained within the written portion of the order.

b. When the overlay and any written portion of the order are on the same piece of paper -

(1) A single heading and ending serve both the overlay and the written portion.

(2) No reference to the overlay is required in the written portion.

3. Orientation.

a. Orient the overlay material over the map area to be annotated and, if possible, attach it to the map temporarily with tape.

b. Trace the grid intersections nearest the opposite corners of the overlay and label each with the proper grid coordinates (figure 1).

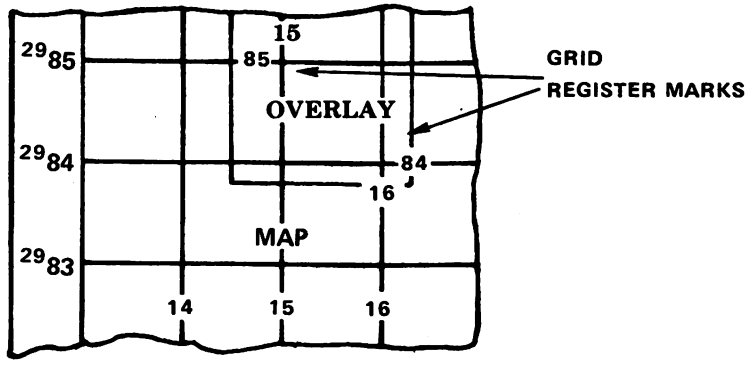

Figure 1. Registering the overlay.

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4. **Plotting of new detail.**

Colored pencils or markers in standard colors are used when available to plot any detail (para 3-2, FM 21-30), otherwise, plot the activities you wish to show with a pen or pencil that makes a lasting mark without cutting the overlay. Use standard topographic or military symbols where possible. Nonstandard symbols invented by the author must be identified in the legend on the overlay. Show only that detail with which the document is directly concerned.

5. **Marginal information (figure 2).** When all required detail has been plotted or traced on the overlay, the following information is printed as close to the lower right hand corner as detail permits:

a. Title and objective.

b. Time and date.

c. Map reference.

d. Author.

e. Legend - necessary only when nonstandard symbols are used.

f. Security classification.

g. Additional information.

CLASSIFICATION

TITLE: Location of Minefield
DATE & TIME OF INFORMATION:

MAP REFERENCE
Sheet Name:
Sheet No:
Map Series No:
Scale:

PREPARED BY

Name & Rank:
Organization:
Date & Time:

LEGEND
1. 3 Arty pieces, size unk, covering minefield and approach to the bridge

Figure 2. Margin.

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6. **Overlay techniques.**

a. Use of solid and broken lines. When the location of a unit, installation or coordinating detail (for example, line of departure or boundary) is in effect and will continue, or is effective by the order being prepared, the appropriate symbol is shown by solid lines. The symbol indicating any proposed or future location or coordinating detail to become effective at a later time, will be shown by broken lines. An exception to this rule, the No Fire Line (NFL) is always a dashed red line.

b. Boundaries.

(1) Boundaries are used to delineate areas of responsibility. In the offense, these are referred to as zones of action. In the defense and retrograde operations, they are referred to as sectors of responsibility. When described orally, lateral boundaries are described from rear to front in the offense and from front to rear in the defense and retrograde.

(2) Rear boundaries are used when the area of responsibility for forward units must be precisely defined. When a rear boundary is not delineated, the rear limit of a unit's area of responsibility is determined by visualizing a rear boundary drawn preferably along a natural terrain feature, generally parallel to the front, and connecting at the rearward limit of the unit's lateral boundaries.

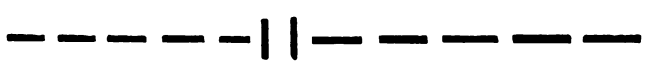
(3) If a rear boundary is shown, the size indication along the boundary corresponds to the smaller unit. Arm or branch are shown when required to prevent confusion.

EXAMPLE:

(4) Desirably, boundaries are drawn along terrain features easily recognizable on the ground, and are situated, if possible, so that key terrain features, avenues of approach, and rivers are wholly inclusive to one unit. They are shown by a solid line if presently in effect or made effective by the order being prepared. Their use is based on the techniques and tactics peculiar to the type of tactical operation in which they are used.

(5) Future or proposed boundaries are shown by a broken line and labeled to indicate the effective time if appropriate.

EXAMPLE:



EXAMPLE:

EFF 171230 SEP

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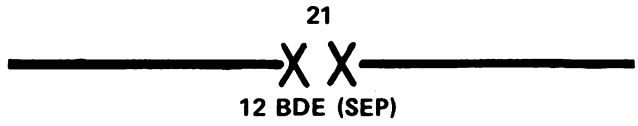
(6) A symbol is placed on the boundary to show size and designation of the highest echelon that have the boundary in common.

(7) If the units are of unequal size, the symbol of the higher unit is shown and the designation of the lower is given completely to show its size (except rear boundaries).

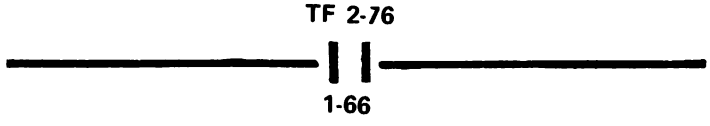
EXAMPLE: Boundary between 21st Inf Div and 12th Inf Bde (Separate).



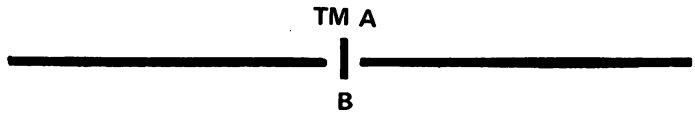
(8) On overlays or sketches accompanying written or oral orders that specify task organization:

(a) Unit designations on battalion boundaries will indicate the numerical designation. If the battalion is organized into a task force, the letters "TF" will precede the numerical designation. A unit symbol is identified as a task force by placing the symbol ⌐¬ over the unit size designation. (⊠) Company boundaries will be labeled with the appropriate letter unless the company is organized into a team. In the latter case, the boundary will be labeled with the abbreviation "TM" and the letter designation or a code name. On other boundaries, only the unit designations for clarity are required. Branch designations may be added when necessary for clarity. When unequal size units have a boundary in common, the designation of the smaller unit is spelled out.

EXAMPLE: Boundary between a task force under the control of the commander of the 2d Bn (Mech), 76th Infantry (TF-2-76) and the 1st Bn, 66th Inf.



EXAMPLE: Boundary between a team under control of the commander of A/22-77 (TM A) and B/2-77.



(b) Since the parent unit designated is shown on boundaries, organic subordinate unit and activity symbols within these boundaries need not indicate the parent unit.

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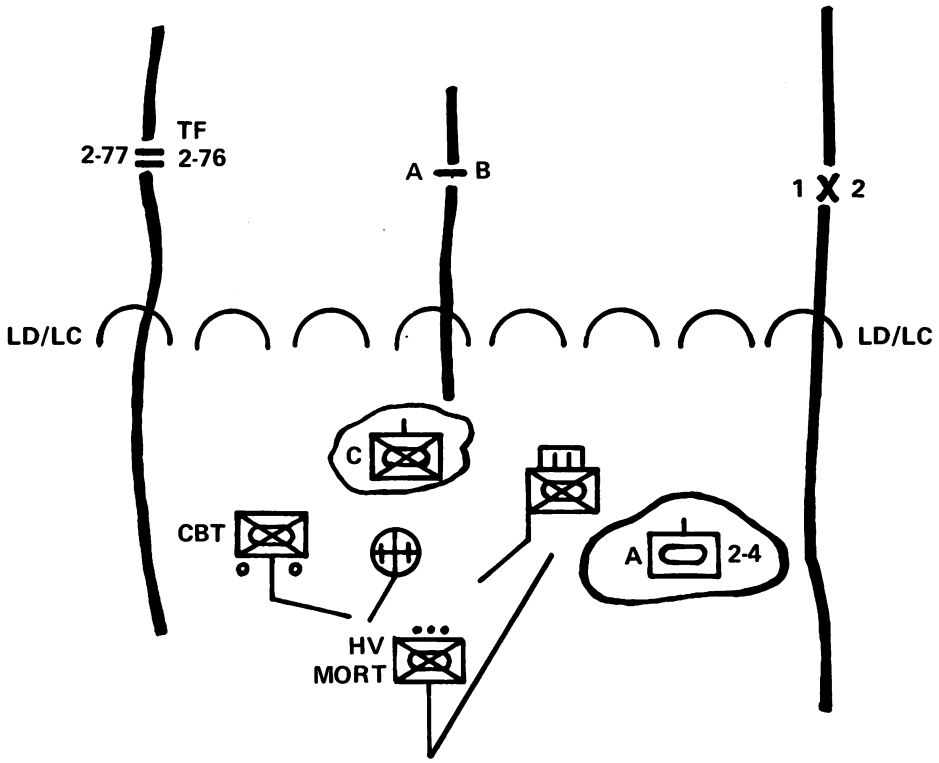
EXAMPLE:



c. Axis of advance.

(1) An axis of advance arrow should extend only as far as this form of control is essential to the overall plan. Normally, it is depicted from the LD to the objective following an avenue of approach. It indicates that the commander may maneuver his forces and place his fires freely to either side of the axis, to avoid obstacles, to engage the enemy, or to bypass enemy forces of such strength that could not threaten his security or jeopardize the accomplishment of his mission. The commander insures that such deviation does not interfere with adjacent units, that his unit remains oriented on the objective, and that the location and size of the bypassed enemy forces are reported to higher headquarters. Boundaries may be assigned as an additional control measure when using the axis of advance if the situation so dictates.

(2) A commander need not employ his unit in a single column on his assigned axis; he may designate the assigned axis as the axis of advance for one maneuver unit and designate an additional axis for another maneuver unit, or he may designate two axes of advance following, generally, the assigned axis. Care must be exercised in assigning additional axes to minimize the possibility of interference with adjacent units.

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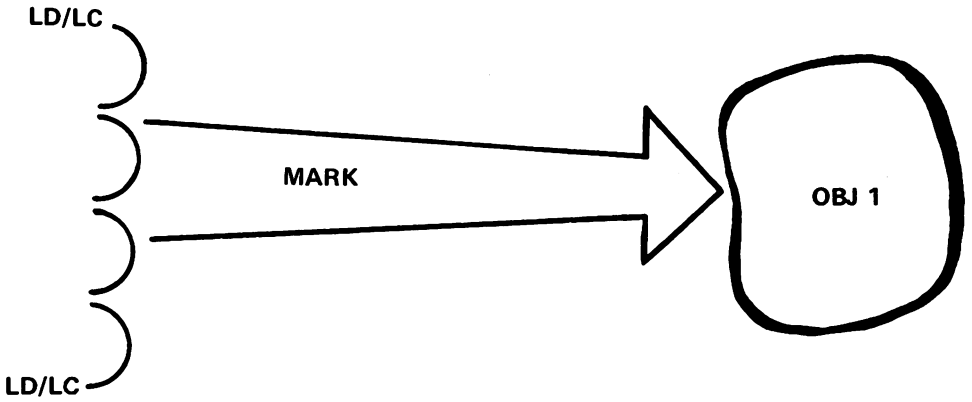
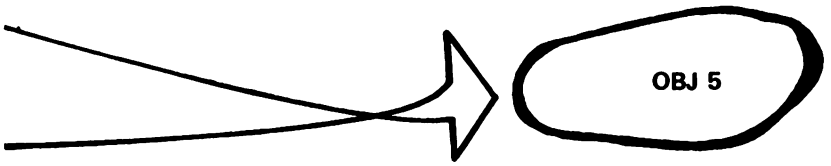
(3) In armor and mechanized operations, this control measure is most frequently used against light, disorganized or discontinuous enemy resistance, such as may be encountered in the exploitation or pursuit, and where the need for a closely coordinated attack does not exist.

(4) The technique of depicting an axis of advance is shown below.



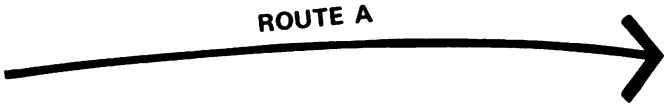
(5) To differentiate between a ground axis of advance and an air assault axis of advance, a twist is placed in the shaft of the open arrow symbolic of a propeller.



d. Route of march.

(1) Arrows are used to show route of march. They should be labeled with the word "ROUTE" and a number, letter, or name designation.

(2) A route of march will usually be designated for short tactical moves.



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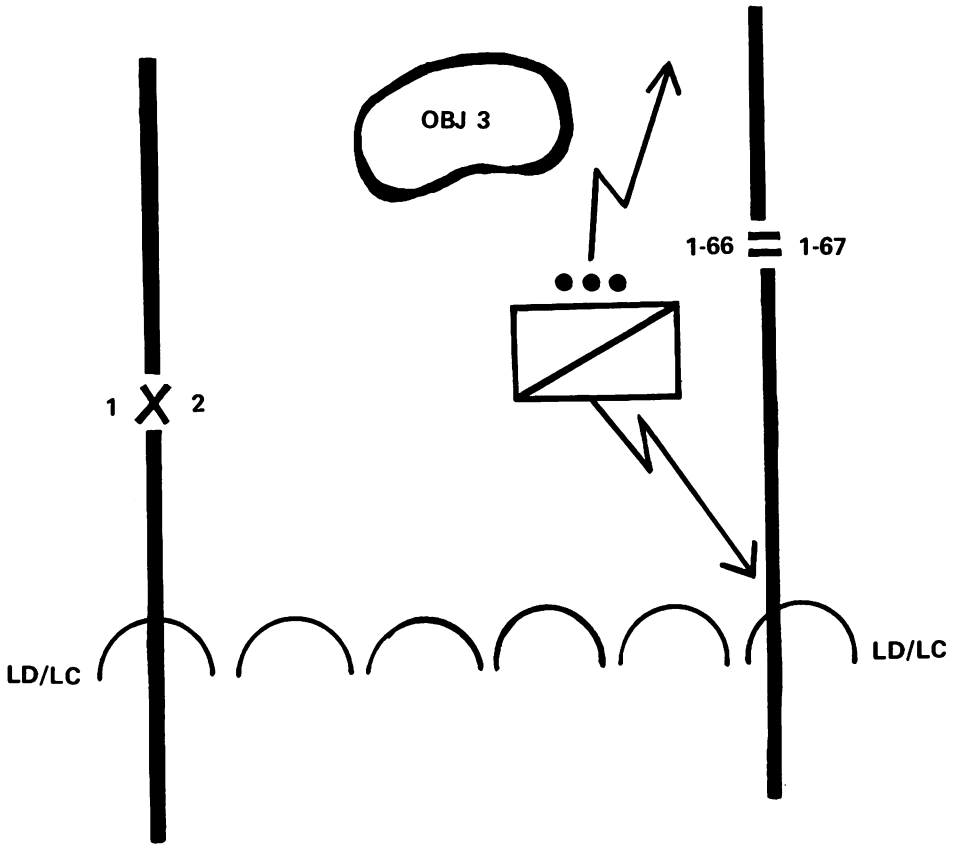
(3) If start points (SP) and release points (RP) are used in conjunction with a route of march, the following graphic portrayal will apply.

e. Graphic portrayal of units assigned a security mission.

(1) The following symbol may be used to show the general location of a unit with a security mission.

(2) The arrows indicate generally the terrain over which the unit will operate and the farthest extension of its mission.



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(3) The primary security mission will normally be depicted on an operation overlay; however, secondary/proposed missions will not be depicted on an overlay.

(4) The specific mission of the unit (e.g., "Screen the battalion right flank from rear of A Co to LD initially, then to rear of B Co") **must** be included in the body of the order. In some cases, particularly in defensive situations, coordinates may be required to clearly indicate the limits of the security mission.

(5) If a reconnaissance unit is given a zone in which to attack or a sector to defend, its zone of action or sector is shown by the use of symbols on the boundaries in the conventional manner.

f. Graphic portrayal of supply routes.

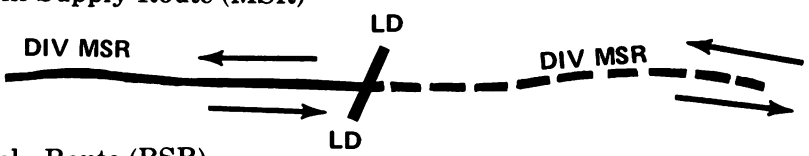
(1) Main supply route (MSR). The main supply route is defined as: "The route(s) designated within an area of operations upon which the bulk of traffic flows in support of military operations." **NOTE: The term MSR is not used below division level.**

(a) In the defense, division will extend the MSR forward to the rear boundary of the forward brigade(s). The brigade BSR will extend from the division MSR to the brigade trains area and may be further extended to a point at the rear of the forward battalion defense sectors. The battalion SR will extend from the brigade BSR to the battalion combat trains area and may be further extended to a point at the rear of the forward company defense sectors.

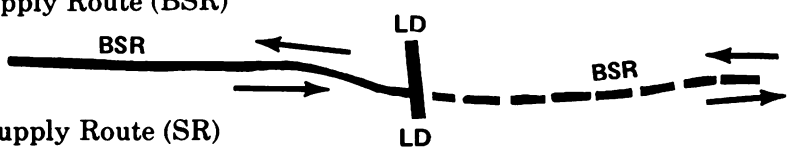
(b) In the offense, the proposed SR may be shown forward to the objective, or as far as the S4 can visualize the combat service support for the operation. Forward of the LD, it is shown as a broken line.

(2) The symbols to be used by division, brigade, and battalion to depict the MSR are as follows:

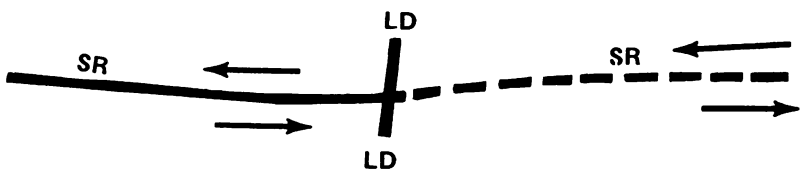
Division Main Supply Route (MSR)



Brigade Supply Route (BSR)



Battalion Supply Route (SR)



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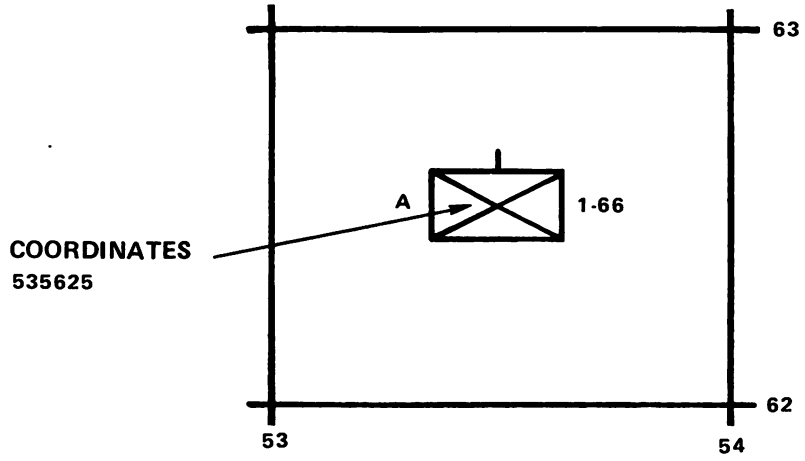
(3) At battalion and brigade level, combat service support facilities may be depicted on the operation overlay or their locations disseminated by the S4, as appropriate.

g. Graphic portrayal of a unit location.

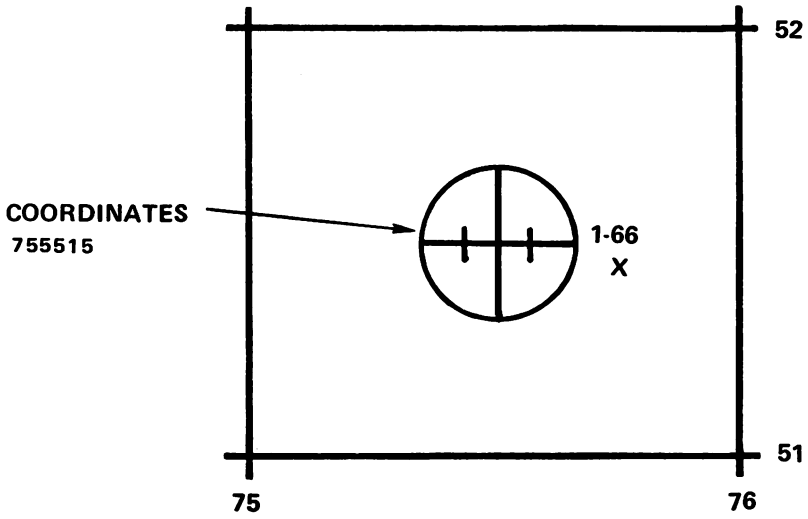
(1) To show the location of a unit on a map or overlay, the symbol should be drawn so that the center of the symbol corresponds with the coordinates at which the unit is located.

EXAMPLE:



(2) To show the location of a trains area, observation/listening post or a logistical activity, the center of the symbol also should correspond with the coordinates at which the element is located.

EXAMPLE:



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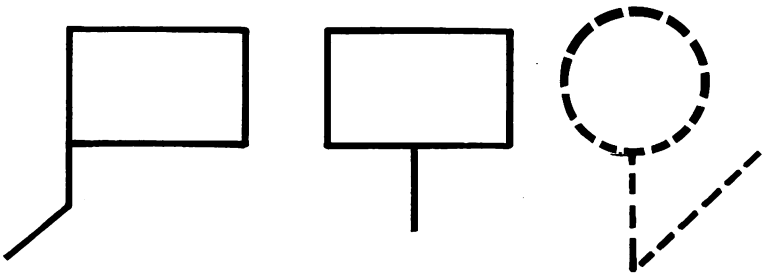
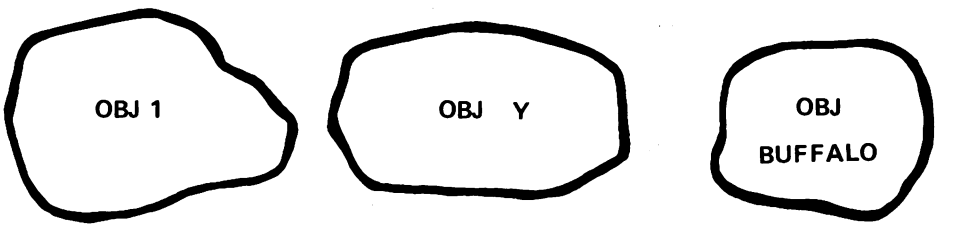
(3) The Offset technique is used to preserve clarity when space limitations preclude normal placement of symbols. Offset staffs may be "bent" as required. The offset staff is dashed for future or proposed locations. Offset staffs extend vertically from the bottom center of the symbol (except for CPs) and the end of the offset staff indicates exact locations of CPs and aid stations and **center of mass** for other units or installations.



h. Offense

(1) Objective.

(a) Each objective is identified by the abbreviation "OBJ" and a number, letter, or name designation.



(b) An objective assigned by higher headquarters may be given entirely to one subordinate unit or it may be divided. If divided, the objective may be shown graphically as separate objectives and numbered accordingly, or it may be divided into two objectives by a boundary line.

(2) Boundaries.

(a) Lateral boundaries are used to establish zones of action of units in the offense and to control fires and maneuver of adjacent units. **(NOTE: A commander need not clear his zone of action unless directed to do so.)** They should extend forward beyond the objective(s) at least to the depth necessary for coordination of fires in the seizure and consolidation of the objective(s). They should extend rearward to the extent necessary to insure that sufficient space is provided for the force concerned, to include its administrative installations. The rearward extension of a lateral boundary indicates the rear limit of a unit's territorial responsibility.

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(b) Rear boundaries normally are not drawn at battalion level. However, rear boundaries may be drawn if responsibility for such matters as rear area security must be clearly defined.

(3) Line of departure.

(a) The line of departure serves as a control measure to coordinate the advance of the attacking units.

(b) Desirable characteristics.

1. Clearly defined on the ground and on the map.
2. Approximately perpendicular to the direction of attack.
3. Under control of friendly units.

(4) Line of Contact.

(a) When units are in contact with the enemy, the front line will be shown as a series of arcs and the ends of the arced line will be labeled "LC."

(b) If the line of contact is used, it will be marked: LD/LC.

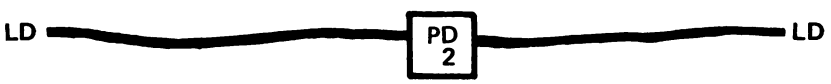
EXAMPLE:

(c) If the line of contact is not used, the line of departure will be shown by a solid line marked: LD.

EXAMPLE:

(d) The line of departure will be marked on **both** ends.

(e) Points of departure are normally shown along the LD for a night attack.



(5) Direction of attack arrows. This control measure is used when the commander desires to specify the direction of the attack over which the center of mass of a subordinate unit must move in order to insure the accomplishment of a closely coordinated plan of maneuver (for example, in

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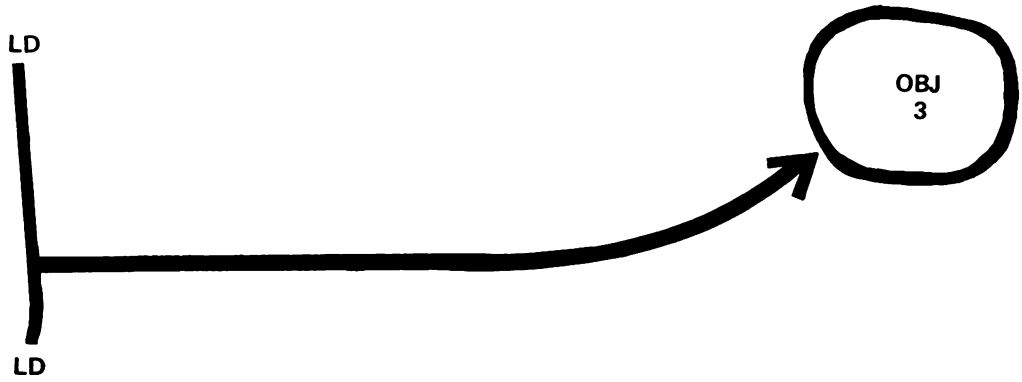
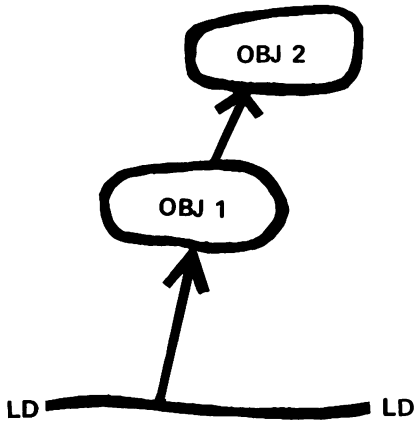
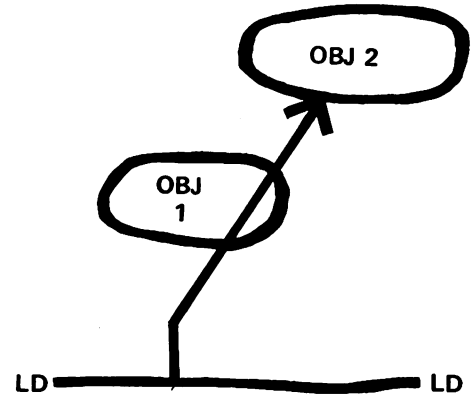
a night attack or counterattack). A direction of attack arrow should extend from the line of departure to the objective and is not labeled.



(a) The arrow should be used only where necessary because it restricts the maneuver of the subordinate unit.

(b) When a unit is directed to seize successive objectives with its main attack along a certain line, either one arrow extending through the objectives to the final objective or a series of arrows connecting the objectives may be used.





(c) The size of the arrow does not indicate whether the subordinate unit is making the main or a supporting attack for the command as a whole.

(6) Location of units.

(a) The locations of attacking units are normally indicated by boundaries (and command post symbols when the locations of the CPs are known) or by unit symbols.

(b) The location of the reserve is indicated on the operation overlay by an assembly area symbol and by a command post or unit symbol.

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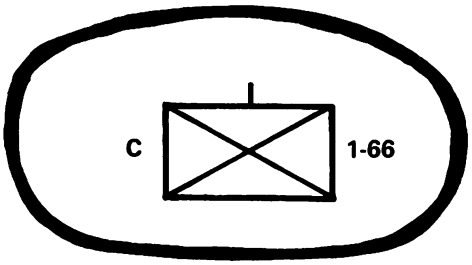
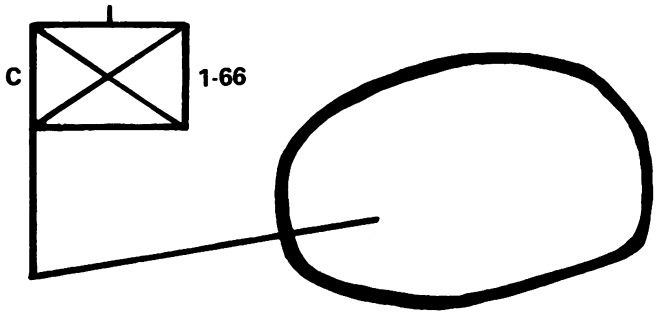
(c) Graphic representation of reserve in the offense.

1. Reserve location C/1-66.



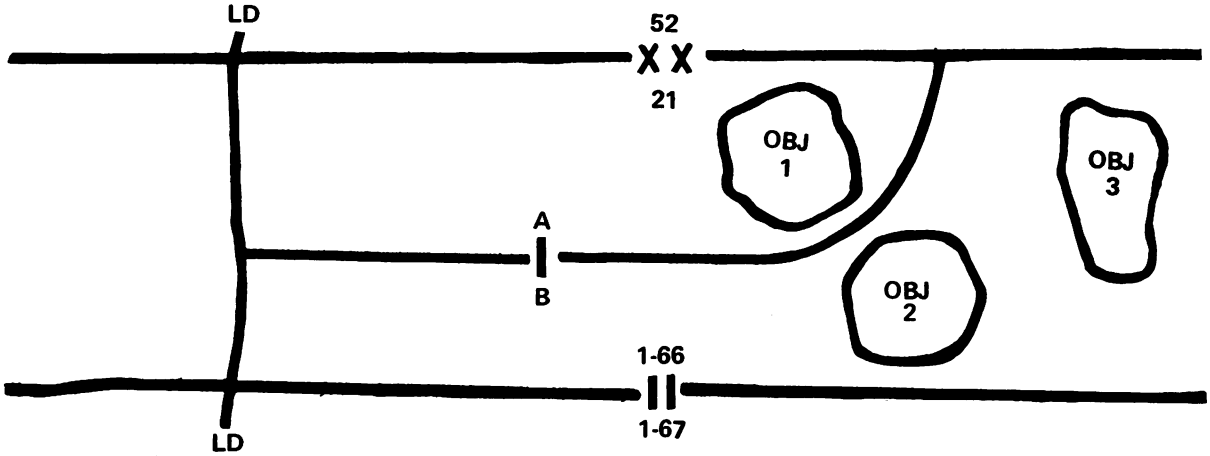
2. Command post C/1-66 (Reported).



(7) Pinching out a unit.

(a) This type operation is indicated by drawing the boundary across the front of the unit, usually along a well-defined terrain feature such as a stream, ridge, or highway.

(b) The following example indicates that Co A will be pinched out after seizing Obj 1; Co B will seize Obj 2 and continue the attack to seize Obj 3.



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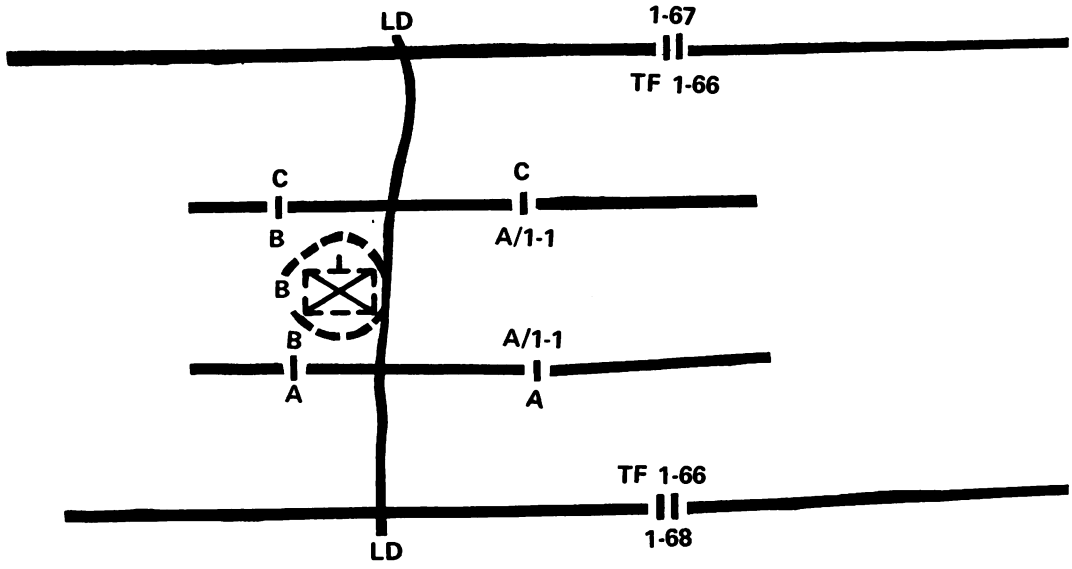
i. Relief in place or passage of lines.

(1) There is no symbol for a relief in place or passage of lines. Graphics on the operation overlay are used to depict the plan of operation and will not necessarily reflect the situation existing at the time the order is issued.

(2) An example: Passage of lines - Co A, 1st Bn, 1st Armor is to pass through Co B to continue the attack. Co B is to assist passage and revert to battalion reserve on order.



Written operation order example:

B/1-66.

(a) Assist passage of A/1-1 Armor.

(b) Bn reserve; on order, occupy assembly area vicinity . . .

NOTE: The assembly area symbol for B/1-66 is shown by a broken line indicating that it will be occupied by B/1-66 sometime after the attack is launched.

(3) An example: Relief in place - Co A is to relieve Co B prior to continuing the attack. Co B is to revert to battalion reserve. This example presupposes that subordinate commanders are aware that Co B is in contact at the time the order is issued.

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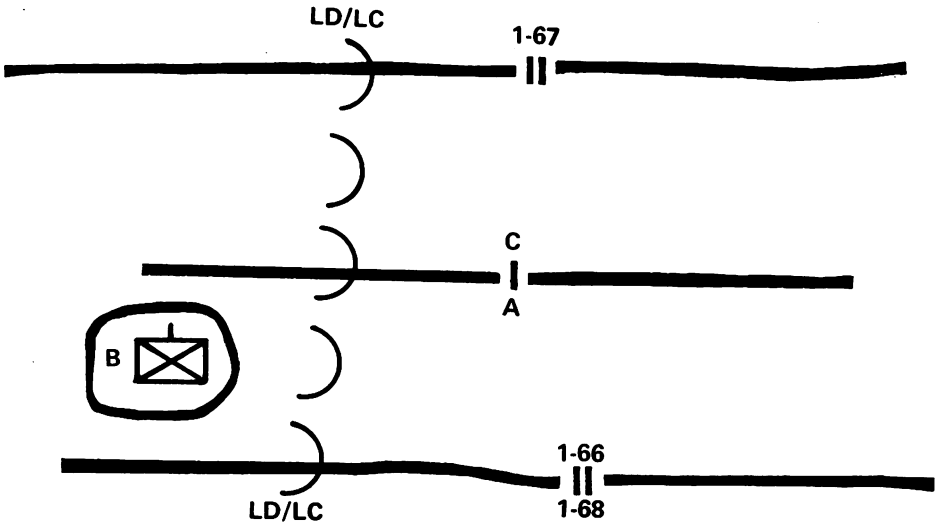
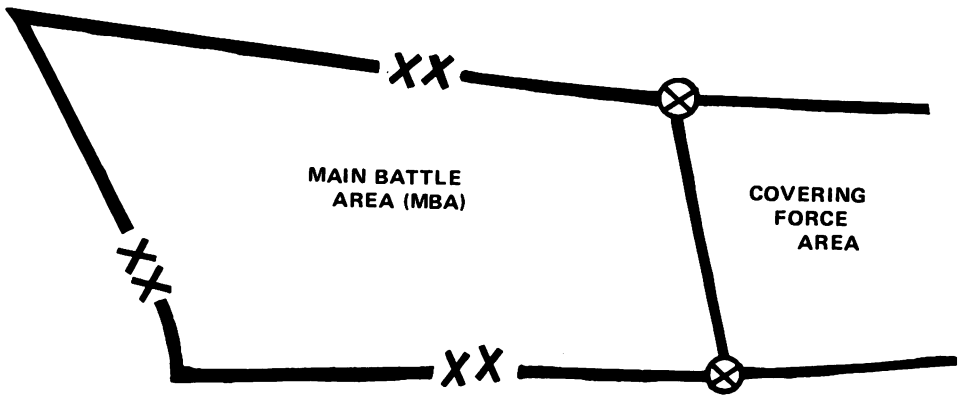


NOTE: The assembly area for Co B is shown by a solid line indicating that it is occupied prior to the time the attack is launched. The assistance provided Co A by Co B must be specified in the written portion of the order.

j. Defense.

(1) The defensive battlefield is organized into the covering force area and the main battle area.



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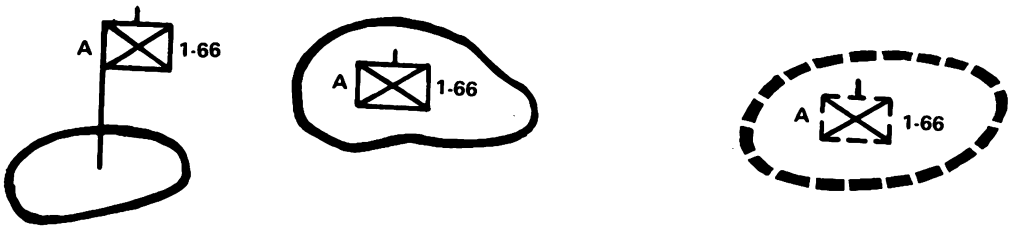
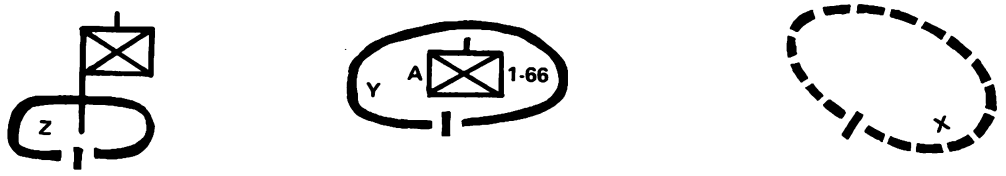
(2) Reserve unit locations. Reserve units of a force assigned a defense position or battle position are normally shown by a line enclosing the area occupied or to be occupied, i.e., a "goose egg." These positions may be numbered or lettered for convenient reference.

(a) Occupied and unoccupied reserve company assembly area (reserve location):



(b) Occupied and unoccupied reserve company blocking position:



(3) Coordinating points.

(a) Coordinating points are designated on boundaries as specific points for coordination of fires and maneuver between adjacent units. They are indicated whenever a boundary crosses the FEBA and should be indicated whenever a boundary crosses the covering force. Coordinating points are also used where delay lines and internal boundaries intersect.

(b) Coordinating points should be located at some terrain feature easily recognizable both on the ground and on a map. Their location on a boundary indicates the general trace of the FEBA (Forward Edge Battle Area). Covering force or delay line (DL) as visualized by the commander who designates them.

(c) The symbol for a coordinating point is: ⊗ The symbol is labeled as appropriate. For example:

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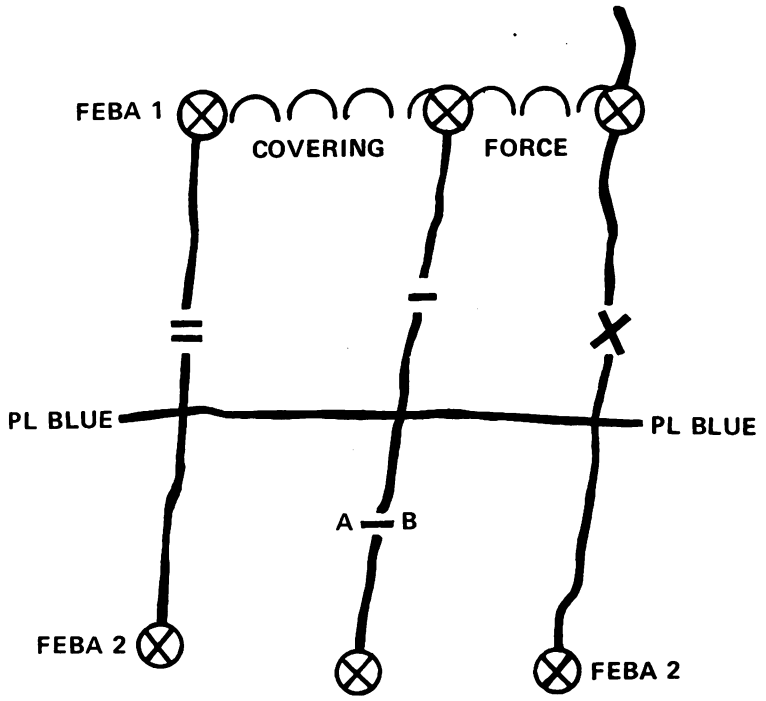
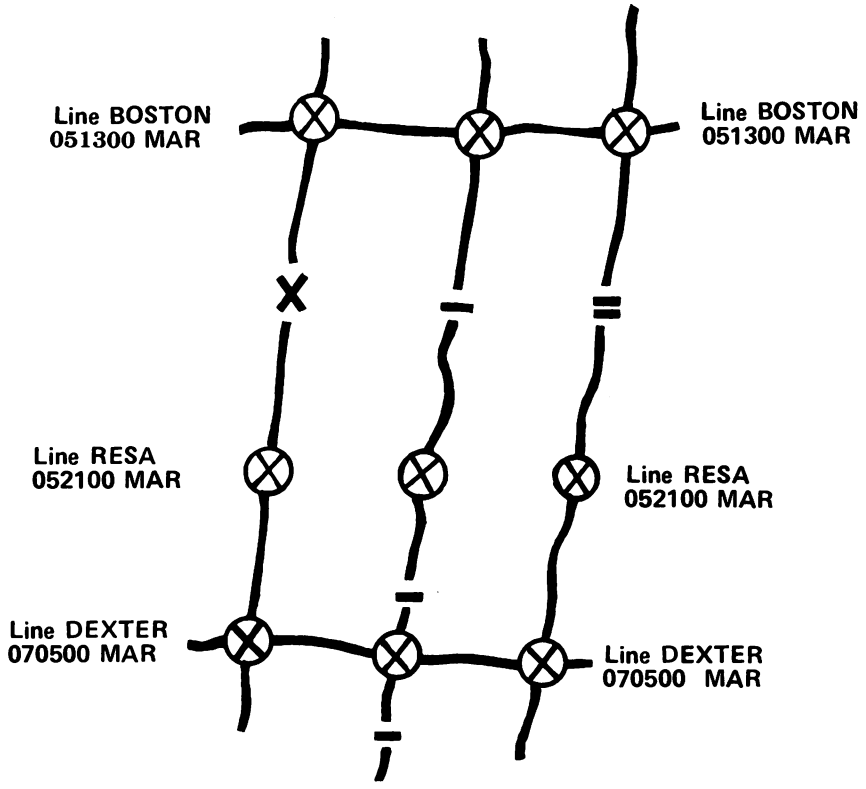


NOTE: When graphically depicting a delay, a series of delaying positions are used. For reference purposes the lines are given code names, e.g., line BOSTON, line RESA and line DEXTER.



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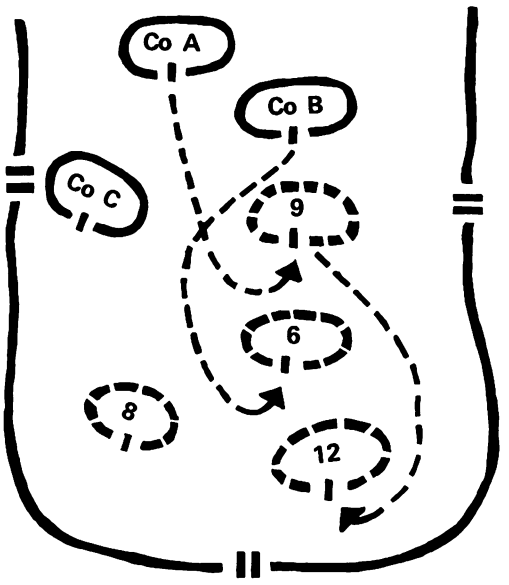
EXAMPLE: Delay from specified position.



NOTE: Use of solid and broken lines. When the location of a unit installation, or coordinating detail (for example, line of departure or boundary) is in effect and will continue or is effective by the order being prepared, the appropriate symbol is shown by solid lines. The symbol indicating any proposed or future location or coordinating detail to become effective at a later time will be shown by broken lines. An exception to this rule, the NO FIRE LINE (NFL) is always a dashed red line.

k. **Checkpoints.** Checkpoints, shown graphically by a circle with a number, letter, or code word inside, are easily recognizable terrain features or objects such as crossroads, churches, long buildings, stream junctions, hills, bridges, and railroad crossings.

These checkpoints may be selected throughout the area of operation. By reference to these points, the subordinate commander may rapidly and accurately report his location, or the higher commander may designate objectives, boundaries, assembly areas, phase lines, etc., to his subordinate commanders (example: (3)).

l. **Contact points.** Contact points, shown graphically by numbered squares, are designated at points between units where the commander desires the units to make physical contact. Contact points may also be used to delineate areas of responsibility in specific localities when boundaries are obviously unsuitable; e.g., between elements of a flank guard (example: [2]).

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m. **Passage point (PP).** A passage point, shown graphically by squares with the letters PP and the number or letter designation of the passage point within the squad (example:

), may be designated along the line of departure or the FEBA of the unit being passed through. The passage point(s) will be located where the commander desires subordinate units to physically execute the passage of lines.

TASK NUMBER: 071-11B-8110

REFERENCES:

FM 7-20, The Infantry Battalions
FM 21-26, Map Reading
FM 21-30, Military Symbols
FM 101-5, Staff Officer's Field Manual, Staff Organization and Procedure

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE, ASSEMBLE, AND DISTRIBUTE AN OPERATION PLAN/OPERATION ORDER/ANNEX

EVALUATION

CONDITIONS:

During unit combat operations, CPX, FTX or peacetime contingency, given all items of information necessary for a basic 5-paragraph operation order and selected annexes, appendices and tabs; classification of annexes/appendices and items of information; name of S3 and commander; downgrading instructions for classified items; verbal instructions (including time available) from the commander/S3; pencil or typewriter; paper; chapter 1 and annexes D and F, FM 101-5, Staff Officer's Field Manual.

STANDARDS:

1. Within the time specified by the commander's guidance, items must be correctly sequenced into the basic 5-paragraph operation order.

2. Annexes and appendices must be properly labeled and sequenced.

3. The operation order/operation plan:

a. Must follow format specified in FM 101-5, Staff Officer's Field Manual.

b. Must possess correct classification and downgrading instructions.

c. Must be properly authenticated.

d. Must contain correct distribution instructions.

e. Must be completed and distributed in time to allow the accomplishment of the mision.

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1. **Operation orders.** Written operation orders or plans always follow a prescribed format which contains a classification, heading, body, and ending as outlined in Figure 4. The elements of the format are discussed in subsequent paragraphs.

a. **Classification.** Operation orders or plans are classified in accordance with appropriate regulations. For training purposes, when there is no actual classification, the word "Classification," enclosed in parentheses and underlined, is shown at the top and bottom of each page of the order, to confirm that the classification was not inadvertently omitted.

OPERATION ORDER/PLAN FORMAT
(Based on STANAG 2014, 3d Edition)

(Classification)

(Changes from oral orders)

HEADING

Copy No____of____copies
Issuing Headquarters
Location of CP
Date/Time Group
Message Reference No.

OPORD No./OPLAN No. (Code Name)

Reference:

Time Zone Used Throughout the Order:

Figure 1. Heading OPORD.

b. **Heading.**

(1) Reference to Oral Orders. A statement or reference to oral orders is made whenever oral orders have previously been issued for an operation and the written order is published to either confirm or change the oral order. If there was no oral order, no statement is made. In the case of no change, the statement will appear as (No change from oral orders). If there is a change, a statement such as (No change from oral orders, except paragraphs 1c, 3b, c and e) will be used. Entries of this type are always enclosed in parentheses.

(2) Copy No____of____copies. The issuing headquarters assigns a copy number to each copy of a written order or plan. A record, showing the number of the specific copy issued to each addressee, is maintained. The copy number, states as "Copy No _____ of _____ copies" is entered by hand when the copies are ready for distribution.

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(3) Issuing Headquarters. The official designation of the organization issuing the order is always shown; e.g., 1st Bn, 66th Inf, or TF 2-76, etc.

(4) Location of CP. The physical location of the headquarters issuing the order is identified by coordinates (lettered prefix followed by a six digit grid coordinate). The name of the town or place will normally be included (if applicable) and the name of the country may be included. Example: BITBURG (NA689432), GERMANY.

(5) Date/Time Group. The date/time group consists of six digits, followed by the time zone designator, month, and year. Example 061030R Sep 70. The date/time group is the date and time the order is effective, unless otherwise stated in "coordinating instructions." Furthermore, it is the date/time attachments and detachments are effective, unless otherwise stated in "Task Organization," paragraph 1c, "Attachments and Detachments," or paragraph 3, "Coordinating Instructions."

(6) Message Reference Number. The message reference number consists of letters, numbers, or a combination of letters and numbers which permit the order to be acknowledged in the clear, using the message reference number. These letters and/or numbers should in no way refer to the fact that it is connected with an operation order. Therefore, it is not advisable to have any continuity or similarity between the message reference numbers of successive orders nor should there be any association with any numbering system used by the unit message center in their distribution. The message reference number may be assigned by the S3 or a block of reference numbers may be assigned by higher headquarters, normally as part of the CEOI. All annexes and appendixes issued at the same time as the basic order and having the same distribution will bear the same message reference number as the basic order. Annexes and appendixes not issued at the same time as the basic order or having a different distribution will contain a different message reference number from the basic order. Examples of possible message references are: BQR, 4826 or RF 28. Acknowledgment may be made as follows: "This is R26. I acknowledge BQR, over.--

(7) Title and Number of Orders or Plans.

(a) Orders. Operation orders of an organization are numbered consecutively during the period of a calendar year. If two or more are issued on the same day, they are given consecutive numbers, e.g., OPORD 24, OPORD 25, etc.

(b) Plans. Operation plans are normally numbered consecutively during the calendar year and assigned a code name. When executed, the order of execution will specify the operation order number, e.g., "OPLAN 3 (COBRA) is OPORD 5 effective 070800R July." Normally the time of execution or H-Hour would also be specified.

(8) Reference. The reference designates the map, sketch, or aerial photograph required for the operation. The country or geographical area, the map series, the scale, the name or number of sheets, and edition number

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are given in sufficient detail to identify the exact reference used in preparation of the order. EXAMPLE: Reference Map, POLAND, Series M550, 1:50,000, PIESDA Sheet (7062), Edition I.

(9) Time Zone Used Throughout the Order. This item is always listed. The time zone letter designator is spelled out in capital letters, e.g., "ROMEO." The time zone letter designator need not be repeated in the body and ending of the operation order.

BODY

Task Organization:

1. SITUATION
   a. Enemy Forces.
   b. Friendly Forces.
   c. Attachments and Detachments.
   d. Assumptions.*

2. MISSION

3. EXECUTION
   a. Concept of Operation.
   b.
   c.
   d.
   —.
   Coordinating Instructions. (Always the last subparagraph)

4. SERVICE SUPPORT

5. COMMAND AND SIGNAL
   a. Signal.
   b. Command.

Figure 2. Body OPORD.

c. **Body.** The body consists of the task organization and five main paragraphs with each given a heading. These headings are written in capital letters. All major subparagraphs are also given headings.

(1) Task Organization. The task organization indicates the tactical groupings resulting from the commander's internal organization for combat, the command relationship among the various tactical components, and the names or titles assigned to these groups, when applicable.

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Example brigade task organization:

Task Org:

TF 2-79
2-79 Mech (–)
B/2-6 Armor
1/C/2-23 Cav (OPCON)
1/C/52 Engr (DS)

TF 2-80
2-80 Mech (–)
C/2-6 Armor
2/C/52 Engr (DS)

2-81 Mech

TF ATLAS
2-6 Armor (–)
A/2-79 Mech
C/2-80 Mech

Bde Con
C/2-23 Cav (–) (OPCON)
7-52 FA (DS)
B/125 Avn Bn (OPCON)
C/52 Engr (DS)

(a) Tactical Groupings. The tactical groupings resulting from the commander's reinforcing, cross-attaching, and internal reorganizing are listed to reflect the initial organization for the conduct of a specific operation. The major subordinate units of the force issuing the order are normally listed alphabetically or numerically, depending on the level -- battalion or brigade -- in the same sequence established for paragraph 3: largest command headquarters, infantry, infantry (mech), airmobile infantry, airborne infantry, and armor. A control paragraph, will also be shown, as appropriate: Bde Con or TF Con. Generally, only the combat and combat support elements are shown in the task organization at brigade and battalion level.

(b) Command Relationships. Organic, attached, operational control, and supporting units are indicated in the task organization as follows:

1. Organic or attached elements are listed without any parenthetical expression. Attached elements are indented and listed under the unit to which they are attached. A detachment of a major subordinate element is indicated by the use of a minus sign (-). Organic or attached elements may be shown further attached, OPCON, or in support of subordinate elements.

2. Operational control elements are indicated with a parenthetical expression (OPCON). OPCON units may further be shown OPCON or in support of subordinate elements.

3. Only supporting units that have been directed by higher headquarters to provide direct support to the unit headquarters issuing the order (issuing unit) or that have been further directed to provide direct

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support to subordinate elements of the issuing unit are shown in the task organization at brigade and battalion level. Supporting units providing general support and artillery units providing reinforcing and general support-reinforcing fires are not shown in the task organization. Reinforcing and general support-reinforcing artillery units will be placed in paragraph 1b, Friendly Forces, of the operation order/plan. Units providing direct support will be qualified with a parenthetical term (DS) which denotes a command relationship of support between the supported and the DS unit and the degree of support that will be provided. The term (DS) in task organization does not denote a mission assignment to the supporting unit; mission assignment will be made in the next higher headquarters order and may be included in the appropriate annex to the issuing unit order/plan, e.g., engineer, fire support, barrier, etc. However, a supporting unit directed to provide direct support (DS) **will not** be given a separate subparagraph in paragraph 3 of the issuing unit because these units remain under command of their parent units.

Task Org:

A/2-76 (–)
AT Sec

B/2-76

C/2-76

Tm ARMOR
A/2-4 Armor
1/A/2-76

TF Con
1/A/52 Engr (DS)

(c) Names, Titles and/or Designations.

1. Names, titles, and/or designations which are assigned to Task Forces/Teams and are to be used during an operation are indicated in the task organization. To insure accuracy, the unit designations in the task organization are somewhat more precise than that required throughout the remainder of the order. Names or titles assigned to Task Forces/Teams are used throughout the order; however, alphabetical or numerical designations of units may be abbreviated when used elsewhere in the order.

Example:

Tm ALFA
A/2-76 (–)
1/C/2-4 Armor
***

Tm STRIKE
B/2-76
2/C/2-4 Armor
***

C/2-76 (–)

Tm CLAW
C/2-4 Armor (–)
3/A/2-76
1/C/2-76

TF Con
***

NOTE: In the example above, 2-4 Armor is identified by branch, whereas 2-76 Mech is not. This is done to preclude misunderstanding about the branch/type/capability of nonorganic units.

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2. If desired, the rank and name of a Task Force/Team commander may be shown parenthetically following the title. This is not a common practice, and is generally restricted to a Task Force/Team comprised of more than one major subordinate maneuver element, where a question would arise regarding identification of the commander, e.g., a Task Force comprised of two battalions and commanded by a Brigade XO.

(d) Considerations for Task Organization.

1. When the issuing headquarters (supported unit) establishes a further command relationship, it is indicated in the task organization. The supported commander cannot assign a command relationship which is more restrictive than that received from higher headquarters, e.g., a unit in direct support (DS) cannot further be attached or placed under operational control (OPCON).

2. Organic units performing normal support/security type missions, i.e., Headquarters and Headquarters Company, Combat Support Company, and their subordinate elements such as the Scout, Recon Platoon, Heavy Mortar Platoon, Redeye Section, Aviation Section, and organic combat service support elements are not included in the task organization, unless elements of these units are further attached or placed in direct support of subordinate units, or detached from the issuing headquarters. In this case, they may be listed for the purpose of accounting for forces. Omission of these units from the task organization implies that they are performing their normal role. This will normally be the case. In the event these type units are performing a "unique" mission (combat) directly under BN/TF control, they may be shown in task organization.

3. The use of (-) in the task organization states that a unit has detached one or more of its major subordinate elements. The use of (-) in the task organization also denotes that a unit under OPCON of one headquarters has placed one or more of its subordinate elements under OPCON of another headquarters. The detached or OPCON element would then be shown in an attached or OPCON status under another unit within the task organization or listed in paragraph 1c. **"Attachments and Detachments,"** if detached from the headquarters issuing the order. Similarly, since attached and OPCON units are listed under their control headquarters, the use of (+) is not necessary.

4. When the task organization is lengthy and complex, it may be appended as an annex and referenced in the **"Task Organization"** of the order.

5. It is not necessary to repeat task organization matters already known by subordinates. When minor adjustments (not more than two) to the present task organization are involved, only the changes themselves need be specified. For example, if the only change to the existing task organization for the operation is detaching the 1st Platoon from A/2-4 Armor and attaching it to A/2-76 (-), thus forming a company team which will be named "Tm ALFA," the task organization may be shown as follows:

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OPORD Example:

Task Org: No change, except 1/A/2-4 Armor attached to A/2-76 (-) (Tm ALFA).

(2) Paragraph 1. SITUATION. Paragraph 1 of the operation order has three subparagraphs which are entitled **"Enemy Forces." "Friendly Forces." and "Attachments and Detachments."** In operations plans, a fourth subparagraph, entitled **"Assumptions,"** is added. Paragraph 1 gives a brief description of the general situation so that subordinate commanders will understand the current situation. It is devoted exclusively to information and contains no orders.

(a) Paragraph 1a, Enemy Forces.

1. Paragraph 1a contains information of the enemy necessary for the accomplishment of the mission or consists of a reference to the method and/or document in which the information was disseminated. Normally, the S2 will, as a matter of routine, provide such information to subordinates by means of an intelligence summary (INTSUM), rather than wait until an operation order is published. When an order is published, if subordinates have already received the enemy information pertinent to the operation, paragraph 1a consists of a reference to the method and/or document in which the information was disseminated. Since an INTSUM is normally prepared at regular intervals or as prescribed by unit SOP, and because it is desired that the recipient of an operation order keep abreast of the current enemy situation as portrayed in each new INTSUM, reference to a specific INTSUM by number is generally avoided and the phrase "Current INTSUM" is used.

2. When the information of the enemy which is to be included in the order is lengthy, it may be appended as an Intelligence Annex and referenced in paragraph 1a. Reference can be made to the annex and INTSUM in paragraph 1a.

3. When it is desirable or necessary to include information of the enemy in the order, this information is given in the following sequence:

a. Items pertaining to the enemy situation (composition, disposition, location, movement, morale, strength, status of supply).

b. Enemy capabilities.

c. Enemy's most probable course(s) of action.

(b) Paragraph 1b, Friendly Forces.

1. Paragraph 1b contains information concerning missions of higher, adjacent, supporting, and reinforcing units. Information should be limited to that which the subordinate commanders need to know to accomplish their assigned missions. These units are listed in the following sequence:

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a. Higher unit (As a minimum, the mission of the next higher unit).

b. Adjacent units (Listed in sequence: left, right, front, rear, as applicable).

c. Supporting/reinforcing units (FA, ADA, others in any order).

2. Since units providing direct support to the issuing headquarters are listed in the task organization, they need not be repeated in paragraph 1b. One of the purposes of paragraph 1b is to portray those units which are providing support or reinforcement which is in addition to the support that is normally present. Units which are reinforcing or general support-reinforcing are listed in paragraph 1b. It would also be appropriate to list units which are in direct support of the next higher headquarters. For example, artillery and engineer units in direct support of a brigade provide a support advantage to the maneuver battalions attached to the brigade which is above the normal degree of support available, and, consequently, they would be listed in paragraph 1b of the battalions' operation orders. Organic divisional support units normally employed in general support of the division are not mentioned at brigade and lower levels since their employment in this role provides no unusual, distinct support advantage to brigades and subordinate commands.

(c) Paragraph 1c, Attachments and Detachments. Paragraph 1c lists those units attached to or detached from the issuing unit for the operation concerned, to include any existing attachments remaining in effect. The effective time of the attachment or detachment is indicated when it is other than the time indicated in the heading of the order or in the task organization. When all attachments and detachments are clearly depicted in the task organization, this subparagraph will only make reference to **"Task Organization."** Reference to the task organization and a listing of an attachment and/or detachment may be combined if the attachment/detachment is occurring at a time which precludes convenient inclusion in the task organization.

Example:

***

Attachments and Detachments
(1) Task Organization.
(2) 1-1 Armor attached effective 161000 Nov.
(3) B/1-21 Cav released from attachment effective 161800 Nov.
(4) 1-68 Inf detached to 2d Bde effective 170800 Nov.

(d) Paragraph 1d, Assumptions. An operation plan will always contain paragraph 1d, "Assumptions." These are the commander's assumptions and are used as a basis for developing the plan. For example, a

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counterattack plan would include an assumed penetration. The assumed penetration is normally shown graphically or stated in paragraph 1d along with other assumptions establishing conditions upon which the plan is based.

(e) When information normally listed in paragraph 1 is known by subordinates, it is unnecessary to repeat these items. Only reference to changes or confirmation of items that remain unchanged should be made.

Example:

1. **Situation.**

a. Enemy Forces. Annex A (Intelligence).

b. Friendly Forces.

(1) 1st Bde attacks 070600 Dec to seize high ground vic BONN (NA6740): prep to continue attack east.

(2) 2-77 Mech attacks 070600 Dec to seize high ground vic HILL 1124 (NA6643): prep to continue attack east.

(3) 2-23 Cav screens Bde south flank from NA624390 to NA673387.

(4) 7-50 FA DS 1st Bde.

(5) 7-53 FA GSR to 7-50 FA.

(6) Tac Air and Engr spt: No change.

c. Attachments and Detachments. Task Org.

NOTE: This example depicts that the tac air and engineer support are the same as for the preceding operation and this information is known by subordinates.

(3) Paragraph 2. MISSION. The mission is a clear, concise statement of the task to be accomplished by the command. The mission statement normally contains the WHO, WHAT, WHEN, and as appropriate, the WHY and WHERE as taken from the higher headquarters order or as deduced by the commander and restated in his planning guidance to his staff. The HOW (unit or units making the main attack, formation, and other amplifications) more properly belongs in paragraph 3a. Concept of Operation. The mission is stated in full, even if shown on the operation overlay; it must be able to stand alone without reliance on an overlay or schematic and will make no reference to "objectives." Paragraph 2 never has subparagraphs.

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OPORD Examples:

1st Bde attacks 100600 Mar to seize high ground vicinity HILLS 972 (NA7642) - 1025 (NA7943): prepare to continue the attack north.

NOTE: The WHY in the defense mission statement is normally inferred by the WHAT, i.e., to retain or defend the high ground, key terrain, or areas specified by the coordinates.

(4) Paragraph 3, EXECUTION. Paragraph 3 contains the concept of operation, missions and tasks for each element of the command (organic, attached, or under operational control) which will execute a tactical role in carrying out the unit's mission, and coordinating instructions pertaining to the conduct of the operation.

(a) Paragraph 3a, Concept of Operation. Paragraph 3a, "Concept of Operation," states in brief the commander's tactical plan. It describes the scheme of maneuver and plan of fire support including nuclear fires, if applicable (as taken from the commander's decision and concept to his staff or developed during staff planning). Although brief, this subparagraph is stated in sufficient detail to insure appropriate action by subordinates in the absence of specific instructions.

1. Scheme of Maneuver. The scheme of maneuver portion of paragraph 3a contains statements of the placement and movement of major maneuver elements and provides principal missions to each of these elements. In essence, it is the commander's decision (from his estimate of the situation), modified as necessary by appropriate reference to its graphic portrayal on the operation overlay (if applicable).

a. In an attack operation order, the scheme of maneuver portion specifies the elements making the main and supporting attack (when the commander has designated a main and supporting attack), assigns objectives to the attacking elements, and designates the element(s) in reserve, to include their primary mission.

b. In a defense operation order, the scheme of maneuver portion specifies the units occupying the FEBA (left to right) and designates the reserve and the position(s) to be occupied by the reserve.

2. Plan of Fire Support. The fire support portion of paragraph 3a contains a brief summary of the fire support which will complement the scheme of maneuver. It will include, as applicable, the following items: nuclear rounds assigned to complement the scheme of maneuver, held in reserve or on call, shown by number, type, yield, target and time, as applicable: nonnuclear preparation starting time and duration (attack); allocation of final protective fires (FPF) (defense); priority of fires; special

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fires (e.g., chemical, smoke, etc) tactical air support; and reference to the Fire Support Annex.

3. Paragraph 3a may be divided into two subparagraphs: (1) describing the scheme of maneuver and titled "Maneuver," and (2) covering the plan of fire support and titled "Fires." Further, when it is concluded that the operation is to be executed in two or more distinct phases, the "Concept of Operation" will be prepared in subparagraphs describing each phase. Each phase is designated, e.g., Phase I, Phase II, etc. The requirement for dividing paragraph 3a is determined by the S3 upon considering the details and complexity of the operation and the need for clarity.

NOTE: Reference will be made to appropriate annexes that are to be distributed to subordinate units. Annexes will be referred to in the body of the order at the first place that the subordinate commanders need be made aware of their existence. An operation overlay and fire support annex, when issued, are two annexes normally referred to in the concept of operation of a written operation order. Reference to the operation overlay will be placed on the same line and immediately following "Concept of Operation." Reference to the fire support annex will be the last item within the concept of operation paragraph.

4. Task assignments to security forces are written using the imperative to "screen," "guard," "cover," or provide rear area security. Since missions to security forces cannot be clearly described graphically, they must be stated in the written portion of the order.

5. The sequence of listing units in paragraph 3 is indicated below. Within each major branch grouping (Infantry, Armor, and Artillery), units are placed in order, first by size (battalions, companies, platoons) then, within like size units, by numerical or alphabetical designation, as applicable. Task Forces and teams are listed by reference to their official numerical/alphabetical designation although their temporary name/title is used.

a. Largest Command Headquarters/Combined Arms Command. For example, if a task force were comprised of two or more battalion (company) size units and under command of the XO - constituting a higher level headquarters than a battalion (company) - it would be listed first. The size headquarters is the determining factor, not the number of maneuver elements subordinate to the headquarters.

b. Infantry units.

c. Armor units. List tank units first, then cavalry units.

d. Reconnaissance/Scout Platoon.

e. Heavy Mortar Platoon.

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f. Antitank Platoon.

g. Redeye Section.

h. Any other units performing a straight combat mission, listed in alphabetical sequence by branch. (For example, an engineer platoon with a combat mission, rather than its normal support mission.)

i. Artillery units. List field artillery units first, then air defense artillery units.

j. Other elements providing combat support, listed in alphabetical sequence by branch. (For example, Aviation or Engineer.)

6. Those units indicated above which are not in a specific unit's task organization are simply omitted from the sequence. For example, at brigade level, Recon/Sct Plt, Hv Mort Plt, Redeye Sec, and AT Plt are rarely found, therefore, they are omitted from the sequence of units at brigade level.

7. Headquarters and Headquarters Company/Combat Support Company and their subordinate elements such as the Communications Platoon, Ground Surveillance Section (battalion), Aviation Section (brigade) and combat service support elements are not assigned a mission subparagraph unless elements of these units are give a special tactical mission.

8. Combat Support Company would appear in battalion/TF task organization if the combat support company headquarters were used as a tactical control headquarters and assigned a specific tactical mission, to include contingency missions. Under these circumstances, Combat Support Company would also be assigned a subparagraph within paragraph 3, and would be listed in sequence after all lettered infantry companies but before any infantry platoons that might be operating under battalion/TF control.

(b) Coordinating Instructions. The final subparagraph of paragraph 3 is entitled, "Coordinating Instructions," and contains tactical instructions and details of coordination (other than signal items) applicable to two or more elements of the command. When there are no coordinating instructions, the word "None" will be placed after the heading. Coordinating Instructions may include:

1. Essential elements of information (brigade and higher levels) or specific orders for information (normally battalion and lower levels) of an intelligence nature.

NOTE: The order is only one method the S2 uses to disseminate EEI (brigade and higher) or orders for information (battalion). Absence of these items in the order does not mean the S2 is not disseminating this information.

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2. Any counterintelligence measures not a matter of SOP (except signal counterintelligence).

3. Restrictions on the use of nuclear weapons.

4. Troop safety instruction, if different from SOP, e.g., operation/exposure guide (OEG).

5. Effective time of attachment or detachment of units within the issuing headquarters organization, when such times are different from the effective time of the order and are not indicated in the task organization.

6. References to annexes not mentioned elsewhere in the body of the order.

7. Time, date, or condition the order or plan becomes effective, when the order or plan is not effective on receipt. For example, in operation plans, the subparagraph would include the phrase: "Effective for planning upon receipt; for execution on order."

8. Reference to nuclear allocation in the Nuclear Fire Support Appendix to the Fire Support Annex when necessary for clarity (brigade level only).

(5) Paragraph 4, SERVICE SUPPORT. Combat service support procedures at brigade and battalion are usually routine and covered by SOP. Therefore, an administrative/logistics order is normally not required. Since the division administrative/logistics orders are distributed down to battalion level, reference to this in paragraph 4 of a brigade order, will normally suffice. At brigade and battalion levels, pertinent information on current and projected locations of administrative and logistical installations and facilities will normally be shown graphically on the operation overlay. Other information of logistical or administrative nature may be disseminated by means other than an operation order; therefore, paragraph 4 of the operation order at this level generally does not contain lengthy administrative or logistical instructions. When required by the nature of the operation and details involved, paragraph 4 may contain such subparagraphs as necessary, following the sequence, including paragraph headings, corresponding to the administrative/logistics orders.

(6) Paragraph 5, COMMAND AND SIGNAL. Paragraph 5 contains two subparagraphs which are entitled **"Signal,"** and **"Command,"** in that sequence.

(a) Paragraph 5a should contain, as a minimum, the index of the effective Communication Electronics Operation Instructions (CEOI) to be in effect. Any special instructions relating to signal communications, such as instructions on the use of radio or pyrotechnics, or restrictions on the employment of any means of communications, should be placed in the subparagraph.

(b) Paragraph 5b will include the location of the command post of the issuing unit (if not shown graphically) and the location of the command group, e.g., "Cdr will follow the main attack" or "Cdr will be located at OP

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#1." It may include instructions to select and report locations of command posts of the subordinate units and the location of the command post of the next higher headquarters. Designation of an alternate command post may be entered in this subparagraph if it is different than stated in the SOP.

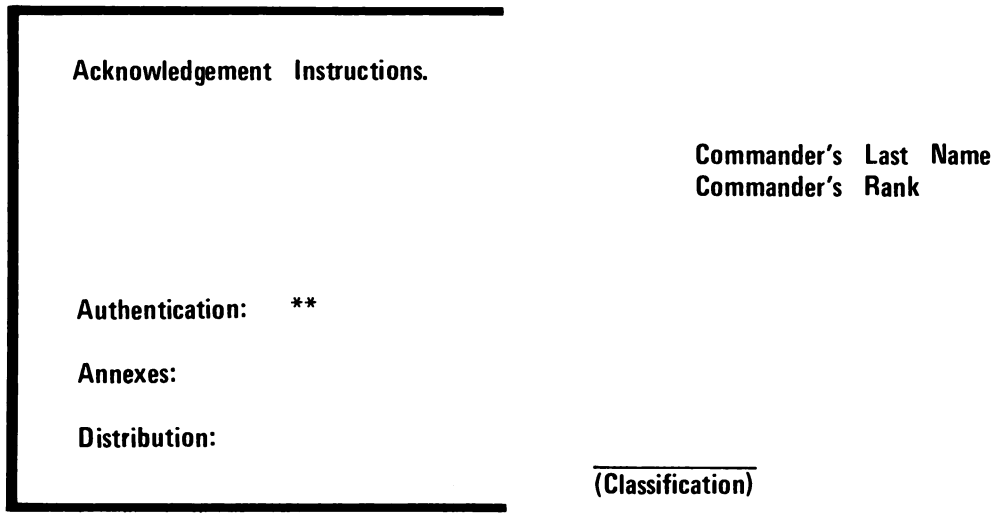

Figure 3. Ending of OPORD.

d. Ending. The ending of the order consists of the acknowledgment instructions, signature of the commander, authentication (if required), list of annexes (if any), and the distribution.

(1) Acknowledgment Instructions. These instructions are placed under the final subparagraph of the body of the order and are given neither a heading, a paragraph number, nor a letter as a subparagraph. They may contain detailed acknowledgment instructions or simply the word "Acknowledge." Acknowledgment will always be given using the message reference number, unless otherwise directed. The acknowledgment of an order means that the order has been received and understood.

(2) Signature of Commander. The original copy (No 1) of a written order will bear the actual signature of the last name of the commander, or his designated representative, written above the typed last name and rank. This copy is retained in the unit files as a matter of record.

(3) Authentication. The last name and rank of the commander appears on all copies of the order. If the commander or a specifically authorized representative signs a master copy, the use of which permits automatic reproduction of the document with the signature thereon, no further authentication is required. If this signature is not reproduced, authentication by the S3 is required on all subsequent copies. Annexes are authenticated by the unit staff officer responsible for its preparation.

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ENDING

EXAMPLE: Acknowledge Instructions

OFFICIAL: CASALENGO
Blake LTC
BLAKE
S3
ANNEXES: A – Intelligence
B – Operation Overlay
C – Fire Support

DISTRIBUTION: A
1st Bn, 38 In

2. Annexes. Annexes are those supporting documents attached to the order/plan, or distributed at a later time, to amplify and supplement the instructions in the order/plan. All annexes to operation orders/plans that are to be distributed are listed by letter and title. When there is only one annex listed, the word "Annex" is used. When the annex is to be issued later, the parenthetical phrase (to be issued) should follow the title of the annex. If there are no annexes, this term will be omitted.

(a) Annexes that have a wider distribution than the basic order, or are to be issued separately from the basic order, must have suitable identification with respect to the basic order and bear the same heading and ending as the basic order except for the title of the annex and the message reference number.

(b) Annexes are issued to all units or agencies whose actions are affected by information or instructions contained in them. Detailed information included in an annex need not be covered in the order. As previously noted, each annex should be mentioned the first place in the body of the order where it is desired to call subordinates attention to the information contained in the annex.

(c) Maps, sketches, or overlays frequently are used as annexes. When the written portion of a plan or order is placed directly on map or overlay, the map or overlay then becomes the plan or order itself, and is not an annex.

3. Distribution. This indicates to whom the order is distributed. Frequently, use of a distribution code, as established by the unit SOP, will be sufficient. A combination of a distribution code and listing of units not included by the code may be used. STANAG 2014, 3d Edition, states, "when

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orders are to be distributed either to a unit of a nationality other than that of the issuing headquarters or to a NATO command, the distribution list normally will be given in full."

4. Operation Plans. Operation plans are published for future or anticipated operations when no specific time is established for their execution. When the time of execution is established and the operation order executed, they become operation orders. The standard form and techniques used in preparing operation orders are applicable to the operation plan with these exceptions:

a. The title of an OPLAN contains a code name as well as a number (see figure 4).

b. Paragraph 1, **"SITUATION,"** on an OPLAN has an additional subparagraph, 1d entitled "Assumptions."

TASK NUMBER: 071-11B-8120

REFERENCES:

FM 30-5, Combat Intelligence
FM 101-5, Staff Officer's Field Manual, Staff Organization, and Procedure

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OPERATION ORDER/PLAN FORMAT
(Based on STANAG 2014, 3d Edition)

HEADING

(Classification)
(Changes from oral orders)

Copy No of copies
Issuing Headquarters
Location of CP
Date/Time Group
Message Reference No.

OPORD No./OPLAN No. (Code Name)
Reference:
Time Zone Used Throughout the Order:

BODY

Task Organization:

1. SITUATION
   a. Enemy Forces.
   b. Friendly Forces.
   c. Attachments and Detachments.
   d. Assumptions.*
2. MISSION
3. EXECUTION
   a. Concept of Operation.
   b.
   c.
   d.
   — Coordinating Instructions. (Always the last subparagraph)
4. SERVICE SUPPORT
5. COMMAND AND SIGNAL
   a. Signal.
   b. Command

ENDING

Acknowledgement Instructions.

Commander's Last Name
Commander's Rank

Authentication: **
Annexes:
Distribution:

(Classification)

*Used only in an operation plan.
**Used only when applicable.

Figure 4.

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE A FRAGMENTARY ORDER.

EVALUATION

CONDITIONS:

During combat operations, CPX and FTX, given a complete copy of an OPORD which your unit is presently executing, pencil or typewriter, an up-to-date situation map, copies of joint messageform DD Form 173 or other form as prescribed by your unit SOP, and commander's or S3's guidance to include as a minimum: organizational changes applicable to your unit and its subordinate units, changes to coordinating instructions and time available for preparation.

STANDARDS:

1. Within the time specified by the commander's or S3's guidance, complete the message form format as applicable to your organization:

a. Indicate that the order is from the commander.

b. Address the order to the commander of each unit/element directly involved by the specified supplemental information or changes to the OPORD.

c. Send the order as "information" to all other major subordinate unit/element commanders.

d. Cite the same classification as for the OPORD.

e. As your subject, correctly reference the OPORD.

2. In the body of the order:

a. Omit elements of the original OPORD which have not changed with the words "no change."

b. Briefly and accurately provide the supplemental information and make the operational changes as specified by your commander.

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c. Require acknowledgment.

3. Submit the draft to your S3 for review/approval for dispatch.

TRAINING

1. A fragmentary order provides brief, specific, and timely instruction without loss of clarity. Elements normally found in a complete operation order may be omitted, but specified as "no change" when these elements have not changed, are not essential to the mission, might delay or complicate transmission, or are unavailable or incomplete at the time of issue.

2. The content of a frag order usually consists of changes to:

a. Task organization.

b. Situation.

c. Orders to subordinate units.

d. Fire support.

e. Coordinating instructions.

3. Fragmentary orders provide pertinent extracts from more detailed orders. They provide instructions:

a. As they are developed.

b. When the complete order is not developed.

c. Provide specific instructions to commanders who do not require the complete order; or, more often, provide timely changes to existing orders.

4. Fragmentary orders are appropriate at all levels of command whenever their use can save time or effort. Example of a fragmentary order (figure 1).

TASK NUMBER: 071-11B-8121

REFERENCES:

FM 7-20, The Infantry Battalions

FM 101-5, Staff Officer's Field Manual: Staff Organization and Procedure

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JOINT MESSAGEFORM						SECURITY CLASSIFICATION (Classification)			
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY DATE – TIME	MONTH	YR
1 OF 1	171105Z	PP	PP				171415Z	JUN	
BOOK	MESSAGE HANDLING INSTRUCTIONS								

FROM: CDR52 MECH DIV//USAAD-HD//

TO: CDR1ST BDE//USAAD-FB//
CDR2D BDE//USAAD-SB//
CDRDIV ARTY//USAAD-DA//

* * *

INFO: CDR1ST (US) CORPS//USACO-HD//
CDR23D ARMD DIV//USAMD-HD//

* * *

(Classification)

USAAD–HD

Subj: Change to OPORD 11 (U)

A. AB12 OPORD 11 ( )

1. ( ) Change in task org; TF 1–13 atch 3d Bde.

2. ( ) En force est to be 1 tk regt delaying adv 2d Bde.

3. ( ) 3d Bde: bypass 2d Bde on north, atk 171530 June to secure obj 1. One SRC/1KT rd asgd.

4. ( ) Div Arty: 1–13 FA DS 3d Bde.

5. ( ) New 52d Mech Div–23d Armd Div bdry: pres 1st Bde–3d Bde, 23d Armd Div, bdry west of PL CEDAR; and PL CEDAR (autobahn excl) northeast to RJ at MC705563; the railroad to MC792708.

6. (U) Acknowledge.

6 5 4 3 2 1 0

DISTR:

0

J. E. WYATT, MAJ, ASST G3,
USAAD-HT HAWK 33

A.J. MILLER, JR., LTC, G3, USAAD-HT HAWK 34

SIGNATURE

SECURITY CLASSIFICATION
(CLASSIFICATION)

DD FORM 1 DEC 70 173

Figure 1. Fragmentary Order.

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TRAINING AND EVALUATION OUTLINE

TASK

ESTABLISH AND MAINTAIN S3 WORKBOOK.

EVALUATION

CONDITIONS:

As a unit operations sergeant, given the SITREP format, pencil, journal file, written or oral orders, messages, conference reports, scissors, spot reports and a loose-leaf notebook.

STANDARDS:

As a minimum you must:

1. Establish and maintain the S3 workbook following the prescribed format.

2. Insure the workbook has been kept current and obsolete items have been removed or deleted.

3. Insure that information from incoming messages and reports has been entered in the workbook under appropriate heading and cross referenced.

4. Insure that each entry in the workbook based on an incoming message includes a reference to the journal serial number.

5. Insure that written remarks concerning informal evaluation of the information have been made.

TRAINING

Workbooks.

1. Workbooks are ready references for use in conducting current operations and in preparing reports. A staff section workbook is an index collection of information obtained from written or oral orders, messages, journal entries, and conferences. There is no firm format for the S3 workbook, however, the format of the SITREP (App H, FM 101-5) facilitates the recording of operational information.

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2. The S3 continually receives and provides information, prepares and submits reports and recommendations, and prepares plans. In accomplishing these tasks, you are concerned with a great amount of detail. To keep track of these details, you and members of your section must make pertinent written notes for use as reference.

3. Maintain the S3 workbook, to insure that notes are organized and easily found:

a. Establish a workbook (usually consists of a single pad or loose-leaf notebook) indexed so that notes can be classified according to subject and easily referred to.

b. Make all pertinent notes in appropriate sections of this single workbook.

NOTE: Since a great deal of the content of these notes may be classified information, the workbook facilitates the security handling of recorded items.

4. The type of information which might be entered in the workbook is:

a. Notes of things to accomplish.

b. Items to be included in next Situation Report.

c. Items to be included in the next Combat After Action Report or Operational Reports - Lessons Learned.

d. Items requiring command emphasis.

5. The workbook is a temporary and informal record. When action is completed on an item, line out entry.

a. Destroy a page of the workbook that has been filled and all entries lined out.

b. Indicate information entered in the workbook that is obtained from the journal by preceding the entry with the journal item number, source, and time to be used for a ready cross reference.

6. The format for the S3 workbook will usually vary according to the type activity (tactical or nontactical) the unit is involved in and the S3's desires. Figure 1 shows a sample workbook form indexed to facilitate preparation of the Situation Report and Combat After Action Report/Operational Reports - Lessons Learned during tactical operations.

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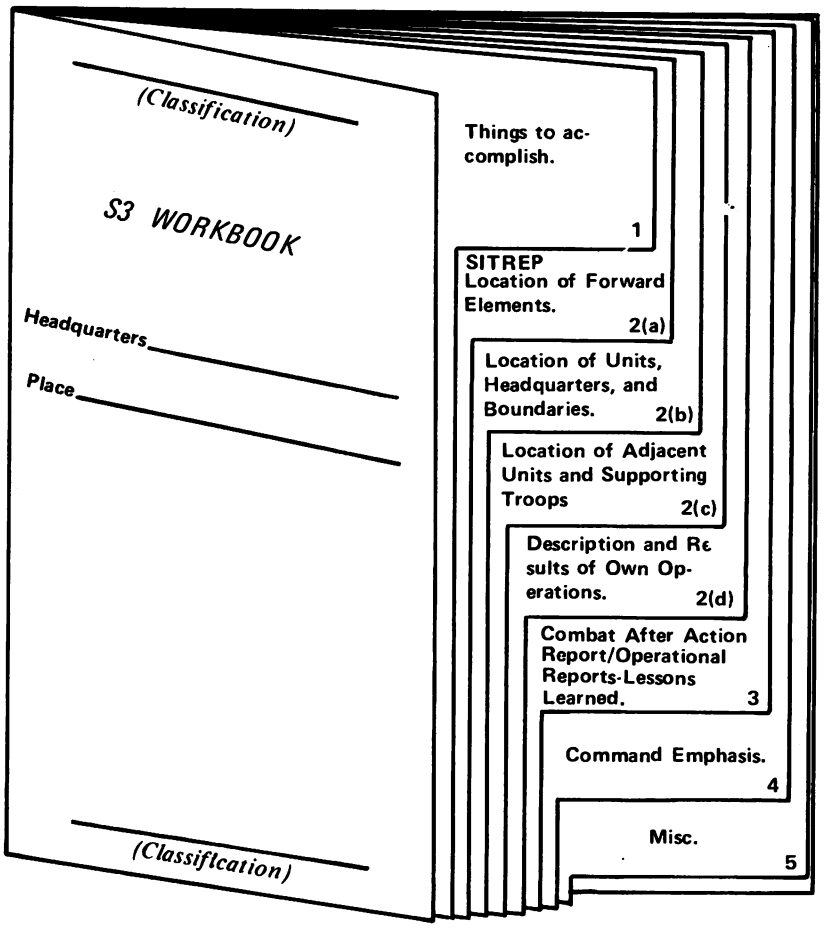

Figure 1. S3 Workbook.

TASK NUMBER: 071-11B-8103

REFERENCE:

FM 101-5, Staff Officer's Field Manual, Staff Organization and Procedure

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TASK
PREPARE/UPDATE ENEMY/FRIENDLY SITUATION MAP.

EVALUATION

CONDITIONS:

During unit combat operations, CPXs or FTXs, given a mounted acetate-covered mapboard, grease pencils (red, black, blue, green, yellow), coordinate scale, spot reports, situation reports, current up-to-date S2 and S3 workbooks, complete copy of unit operation order which the unit is presently executing, and FM 21-20, Military Symbols.

STANDARDS:

1. Within 30 minutes:

a. Post all available locations/traces of friendly and/or enemy units/elements to within 50 meters.

b. Post critical points and tactical/fire support control measures to within 25 meters.

2. Upon receipt of situation and spot reports, post information within 5 minutes to the same degree of accuracy as above.

TRAINING

Situation Map:

1. The situation map is a graphic representation of the known enemy situation, and the current tactical, administrative, and logistical situation of the unit.

2. Maintenance of the situation map at brigade and battalion levels is usually a joint S2/S3 action while at higher levels a separate situation map is maintained by each section. The friendly situation is basically the responsibility of the S3 while the enemy situation is basically the responsibility of the S2. During operations, personnel from either section may plot friendly or enemy entries on the situation map and perform other processing functions (see figure 1).

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3. The situation map provides a basis for comparison of the enemy situation against the friendly situation. Whenever possible, both the situation map and S2 and S3 workbooks will be maintained. However, in a fast-moving situation when the volume of messages is such that both cannot be maintained effectively, priority should be given to keeping the situation map current.

4. The situation maps also serve as a basis for the preparation of overlays necessary to clarify reports required by higher headquarters. To be of value:

a. The posting must be accurate.

b. The information is up-to-date, and all entries easily read.

c. Conventional signs and symbols are used.

d. The time at which a particular situation existed is indicated by employing the six-digit date/time group in conjunction with the graphic symbol (see figure 1, Situation Map).

5. Action of interest to the unit occurring off the present map sheet and information which does not lend itself to graphic representation or is not consistent with brevity is posted on the margin in the form of notes. This is shown by placing a circled number on the map at the place the action occurred and then explaining the number in the margin (see figure 1).

6. The amount of information shown on a situation map will vary with different situations and individual commanders. The minimum information that should be shown is as follows:

a. Own situation, to include disposition of units one echelon lower. Enemy information, to include disposition of units two echelons lower.

b. Friendly units, to include the command post; location and size of reserves available to the next higher command, if known.

c. Friendly units of like size immediately adjacent. (The disposition of their major subordinate elements when it is desirable.)

TASK NUMBER: 071-11B-8111

REFERENCES:

FM 21-30, Military Symbols
FM 30-5, Combat Intelligence
FM 101-5, Staff Officer's Field Manual: Staff Organization and Procedure

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE SITUATION REPORT (SITREP).

EVALUATION

CONDITIONS:

As a unit operations sergeant, given a copy of your next higher headquarters SOP for recurring reports, S3 workbook, staff journal, current operation order, overlays appropriate to operations, file copies of previously submitted SITREPs, the S2/S4 portions of the SITREP, and time available for preparation.

STANDARDS:

1. Within the time specified by the next higher headquarters SOP, items must be correctly sequenced into the basic 5 paragraph SITREP format (omitting subparagraphs not applicable).

2. Annexes and overlays (if used) must be properly labeled and sequenced.

3. The SITREP:

a. Must possess correct classification and downgrading instructions.

b. Must be properly authenticated.

c. Must contain correct distribution instructions.

d. Must be completed and distributed in accordance with the next higher headquarters SOP.

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TRAINING

The operational situation report (SITREP) is the means of reporting the operational situation as required by the next higher headquarters.

1. It is a recurring type report in that it is submitted one or more times daily in a prescribed format. (See figures 1 and 2 for format.)

2. Requirements for submitting the SITREP are prescribed in the higher headquarters SOP and specify an "as of time" and a time the report is due at higher headquarters.

3. The S3 has primary staff responsibility for the preparation of this report. Other staff officers contribute to its preparation by providing the S3 with details to be included from their respective areas of interest. For example, the S2 would provide the enemy information (paragraph 1) and the S4 information pertaining to administration (paragraph 3).

4. Full use of traces/overlays should be made for clarity and brevity of the report.

5. When the SITREP is sent by radio (voice or RATT) it should be confirmed in writing.

6. Prescribed format sequence is used, but subparagraphs not applicable are omitted.

7. Commander's Evaluation, paragraph 5, is completed when directed by higher authority.

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Sample Situation Report In Detailed Written Form

(Based on STANAG No 2020 "Operational Situation Reports")

(Note: Omit Subparagraphs Not Applicable)

(Classification)

Copy No _____
Issuing Headquarters
Place of Issue (may be in code)
Date/time group
Message Reference Number

Situation Report No. _____

Period covered: (date and time to date and time)

Reference: Map, photo or sketch (country, series number, edition, scale, and sheet numbers of maps).

1. ENEMY
   a. Units in contact.
   b. Enemy reserves that can affect local situation.
   c. Brief description of enemy activity during period covered by report.
   d. Brief estimate of enemy strength, material means, morale, and his probable knowledge of our situation.
   e. Conclusions covering courses of action open to enemy.

2. OWN SITUATION
   a. Location of forward elements.
   b. Location of units, headquarters and boundaries.
   c. Location of adjacent units and supporting troops.
   d. Brief description and results of operations during period of report.
   e. Noneffective units.

3. ADMINISTRATION
   General statement of the administrative situation, if other than normal, as it directly affects the tactical situation.

4. GENERAL
   Information not covered elsewhere.

(Classification)

Figure 1.

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(Classification)

5. COMMANDER'S EVALUATION
To be completed when directed by higher authority.

Acknowledge.

Authentication:

Commander's Last Name
Commander's Rank

Annexes:

Distribution:

(Classification)

Figure 1. (Con't).

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Sample Situation Report In Message Form.

(Based on STANAG No 2020, "Operational Situation Reports")
FROM: Cdr, 2d Bn (Mech), 76th Inf TO: Cdr, 1st Bde, 52d Inf Div (Mech) SITREP 15: Period 120600A to 121800A Jul. ENEMY: No change enemy locations or identifications. Periodic hostile shelling of Bn area. Patrol approximately 30 men attached Tm B at 12100A Jul. 3 enemy KIA, 3 WIA. Aggressor most probable course of action is to attack within 24 hours with present committed forces. OWN SITUATION: Bn continues defense MEAD River. No change in location and dispositions. Tm B repulsed enemy patrol with no casualties. Bn reconnaissance patrol returned 121700A Jul, negative contact. ADMINISTRATION: Normal. RADIATION STATUS: 70% RS-2, 30% RS-1.

Figure 2.

TASK NUMBER: 071-11B-8112

REFERENCE:

FM 101-5, Staff Officer's Field Manual: Staff Organization and Procedure

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE UNIT READINESS REPORT (DA FORM 2715).

EVALUATION

CONDITIONS:

As the unit operations sergeant, given all necessary DA Form 2715s and DA Form 2406s from subordinate units concerning their unit readiness, a copy of AR 220-1, sufficient blank DA Form 2715s, the printout for Standard Installation Division Personnel System (SIDPERS), TM 38-750, Supply Bulletin 700-20 and the unit property book.

STANDARDS:

Correctly transfer collected readiness information to DA Form 2715 and complete the Unit Readiness Report UP AR 220-1.

TRAINING NOTE

To facilitate an understanding of the Unit Readiness Report, examples will be supplied throughout this explanation. The narrative will be directed as though you are filling out the attached DA Form 2715 using the example information. Continue throughout the explanation to refer to the completed sample format. We have used a battalion size unit throughout the examples. This information is applicable at any level of preparation.

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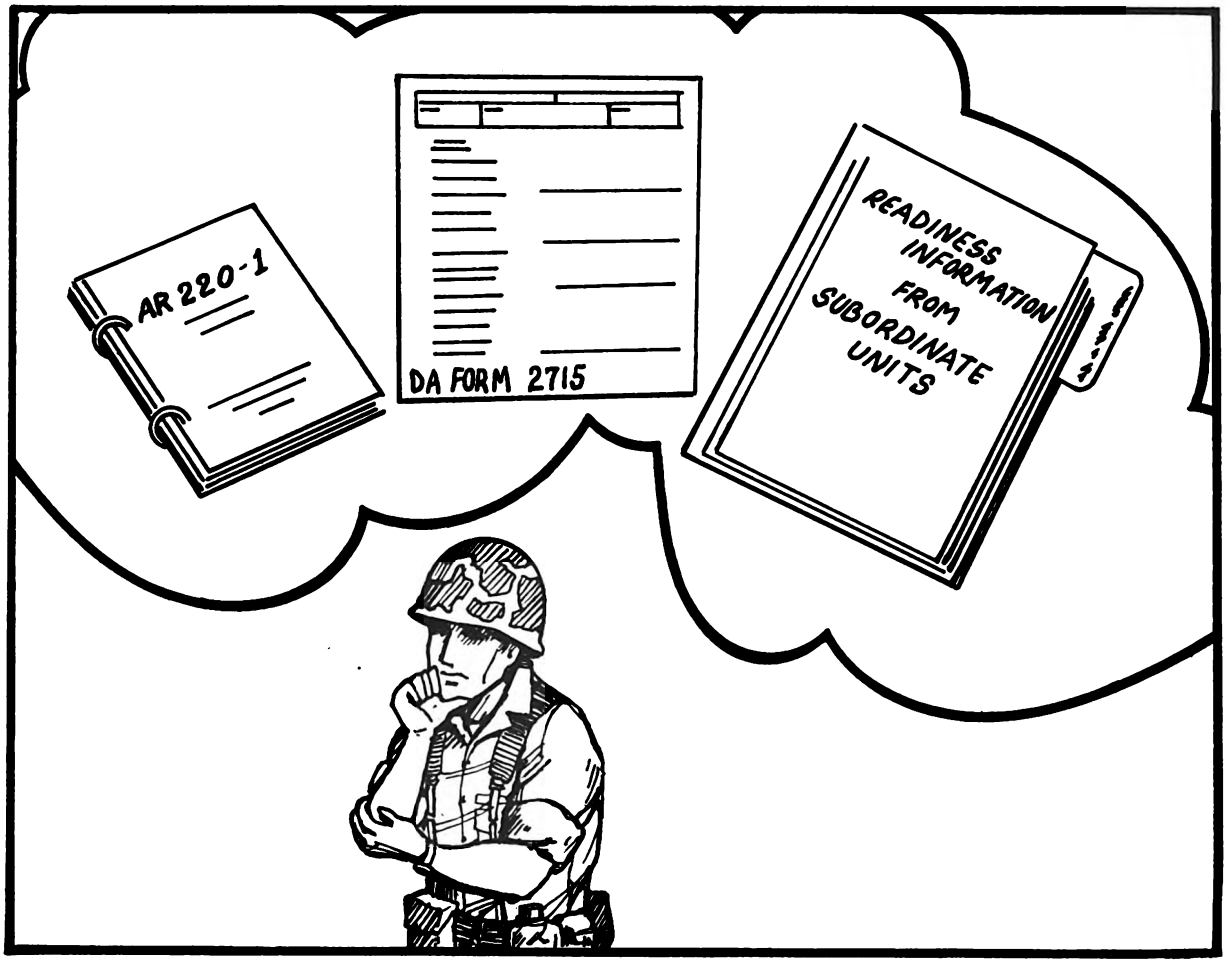

TRAINING

The commander determines his Readiness Condition (REDCON) based on his knowledge of conditions within the unit at any given time. Command factors in the areas of personnel, training, and logistics have been selected as readiness indicators to measure the units REDCON objectively and uniformly. These factors or criteria are found in AR 220-1 and are used to prepare the DA Form 2715. The DA Form 2715 series will be prepared by unit commanders "as of" the 20th of each month. Change reports will be submitted as frequently as necessary to reflect overall REDCON changes. The worksheets are to be used as a guide for higher command review and will be edited prior to transfer of data to punchcards. The report will be classified confidential as a minimum. The unit readiness report is prepared under the staff supervision of the S3 using input provided by the various staff sections.

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UNIT READINESS REPORT WORKSHEET
For use of this form, see AR 220-1; the proponent agency is ODCSOPS.

a. AS OF DATE: 20 October 1976

REPORTS CONTROL SYMBOL: JCS 6-II-2-1-6

b. TO: Commander, 10th Armd Div, Ft. Patton, New Mexico 78447

c. THRU: S-3, 10th Armd Div, Ft Patton, NM 78447

d. FROM: Commander, 2-77 Infantry (Mech), Ft Patton, NM 78447

SECTION A - CARD TYPE K

e.	1 2 3		Card Sequence Number *(entered by HQ transmitting reports on punch cards).*
f.	4	C	Classification *(C, S, T)* Minimum CONFIDENTIAL (C) when completed.
g.	5	C	Transaction Code *(A, C, D)*
h.	6 7 8	K	Card Type
i.	9 10 11 12 13 14	WAD6AA	Unit Identification Code
j.	15 16 17 18 19		Blank
k.	20	3	Overall Unit REDCON *(1, 2, 3, 4)*
l.	21	S	Reason not C-1 *(P,S,R,T,N,X,M)*
m.	22	1	Personnel REDCON *(1, 2, 3, 4, 5)*
n.	23 24 25		Reason Personnel REDCON not C-1 *(See Codes)*
o.	26	9	Equipment on Hand REDCON *(1, 2, 3, 4, 5)*
p.	27 28 29	S91	Reason Equipment on Hand not C-1 *(See Codes)*
q.	30	3	Equipment Status REDCON *(1, 2, 3, 4, 5)*
r.	31 32 33	R54	Reason Equipment Status REDCON not C-1 *(See Codes)*
s.	34	3	Training REDCON *(1, 2, 3, 4, 5).*
t.	35 36 37	T41	Reason Training REDCON not C-1 *(See Codes)*
u.	38 39 40	R54	Secondary Reason Overall REDCON not C-1 *(See Codes).* Add # to delete previous entry
v.	41 42 43	T41	Tertiary Reason Overall REDCON not C-1 *(See Codes).* Add # to delete previous entry
w.	44		Projected Overall REDCON *(1, 2, 3, 4 or #)*
x.	45 46 47 48 49 50		Projected date of change. *(Optional unless block 44 contains 1-4).*
y.	51	3	Authorized Level of Organization *(ALO) (1, 2, 3, 4).*
z.	52		Reason for Organization Less Than ALO 1 *(P, S, R, T).* If ALO = 1, leave blank; use # to delete previous entry.
aa.	53 54 55 56 57 58	731020	Date of Report *(YYMMDD).*
bb.	59 60 61 62 63 64 65 66 67 68 69		Blank
cc.	70 71 72 73 74 75	W	Originator's UIC. UIC of Command Submitting Reports on punch cards.
dd.	76 77	FS	Report Type. FS *(FORSTAT).*
ee.	78 79 80		Report Number *(To be entered by HQ transmitting reports on punch cards.)*

DA FORM 1 JAN 75 2715 PREVIOUS EDITION IS OBSOLETE.

Figure 1.

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UNIT READINESS REPORT WORKSHEET - SECTION B - CARD TYPE KA1

a. [1] [2] [3] Card Sequence Number *(entered by HQ transmitting reports on punch cards)*.

b. [4] C Classification *(C, S, T)*. Minimum CONFIDENTIAL (C) when completed.

c. [5] C Transaction Code *(A, C, D)*.

d. [6] K [7] A [8] 1 Card Type.

e. [9] W [10] A [11] D [12] 6 [13] A [14] A Unit Identification Code

f. [15] Exception Unit Identification *(E or blank)*.

g. [16] 0 [17] 5 Training Weeks Required to Fully Trained Status.

h. OPERATING STRENGTH DATA

(1) [18] 0 [19] 9 [20] 5 Operating Strength Percentage

(2) [21] 9 [22] 3 MOS Qualified Percentage.

(3) [23] 1 [24] 0 Personnel Turnover Last 3 months, Percentage.

(4) [25] 0 [26] 0 [27] 8 [28] 0 [29] 0 Deployment Strength, Designated Units Only.

(5) 847 Aggregate Strength *(not transcribed to punched card)*.

(6) [30] 0 [31] 0 [32] 3 [33] 4 Officer Strength.

(7) [34] 0 [35] 0 [36] 1 Warrant Officer Strength.

(8) [37] 0 [38] 0 [39] 8 [40] 1 [41] 2 Enlisted Strength.

i. EQUIPMENT STATUS PROFILE

(1) [42] Missile System Availability *(1, 2, 3, 4)*.

(2) [43] 0 [44] 4 [45] 9 [46] 5 Total Items Considered in Equipment Status Evaluation.

(3) [47] 1 [48] 4 Percentage of Equipment in READY condition.

(4) [49] 2 [50] 1 Percentage of Equipment SHORT.

(5) [51] 0 [52] 8 Percentage of Equipment in NOT READY condition.

j. EQUIPMENT ON HAND PROFILE

(1) [53] 0 [54] 9 [55] 5 Total Line Items Considered in Equipment on Hand Evaluation.

(2) [56] 0 [57] 5 [58] 0 Number of Line Items C-1.

(3) [59] 0 [60] 1 [61] 1 Number of Line Items C-2.

(4) [62] 0 [63] 3 [64] 1 Number of Line Items C-3.

(5) [65] 0 [66] 0 [67] 3 Number of Lines Below C-3.

k. [68] [69] Blank

l. [70] W [71] [72] [73] [74] [75] Originator's UIC. UIC of Command Submitting Reports on punch cards.

m. [76] F [77] S Report Type. FS (FORSTAT).

n. [78] [79] [80] Report Number *(to be entered by HQ transmitting reports on punch cards)*.

Figure 1. Con't.

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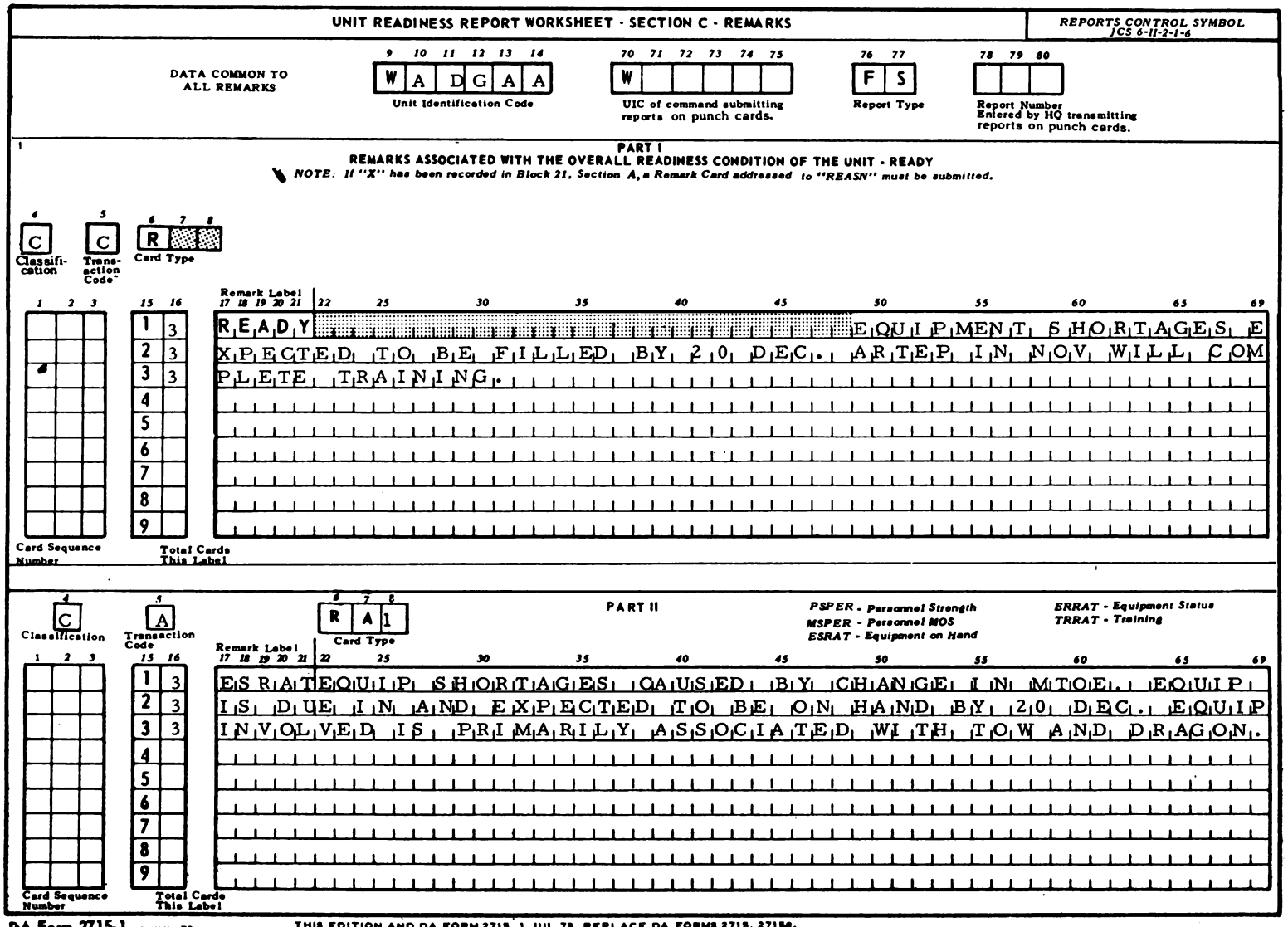

UNIT READINESS REPORT WORKSHEET - SECTION C - REMARKS

REPORTS CONTROL SYMBOL JCS 6-II-2-1-6

DATA COMMON TO ALL REMARKS

9 10 11 12 13 14: W A D G A A — Unit Identification Code

70 71 72 73 74 75: W — UIC of command submitting reports on punch cards.

76 77: F S — Report Type

78 79 80 — Report Number Entered by HQ transmitting reports on punch cards.

PART I

REMARKS ASSOCIATED WITH THE OVERALL READINESS CONDITION OF THE UNIT - READY

NOTE: If "X" has been recorded in Block 21, Section A, a Remark Card addressed to "REASN" must be submitted.

4: C — Classification

5: C — Transaction Code

6 7 8: R — Card Type

Remark Label

1 2 3 — Card Sequence Number

15 16 — Total Cards This Label

1	3	READY EQUIPMENT SHORTAGES E
2	3	XPECTED TO BE FILLED BY 20 DEC. ARTEP IN NOV WILL COM
3	3	PLETE TRAINING.
4		
5		
6		
7		
8		
9		

PART II

PSPER - Personnel Strength
MSPER - Personnel MOS
ESRAT - Equipment on Hand
ERRAT - Equipment Status
TRRAT - Training

4: C — Classification

5: A — Transaction Code

6 7 8: R A 1 — Card Type

Remark Label

1 2 3 — Card Sequence Number

15 16 — Total Cards This Label

1	3	ESRATEQUIP SHORTAGES CAUSED BY CHANGE IN MTOE. EQUIP
2	3	IS DUE IN AND EXPECTED TO BE ON HAND BY 20 DEC. EQUIP
3	3	INVOLVED IS PRIMARILY ASSOCIATED WITH TOW AND DRAGON.
4		
5		
6		
7		
8		
9		

DA Form 2715-1, 1 JUL 73

THIS EDITION AND DA FORM 2715, 1 JUL 73, REPLACE DA FORMS 2715, 2715A, 2715B, 2715C, 1 SEP 71; AND DA FORM 2041, 1 FEB 69, WHICH ARE OBSOLETE.

Figure 1. Con't.

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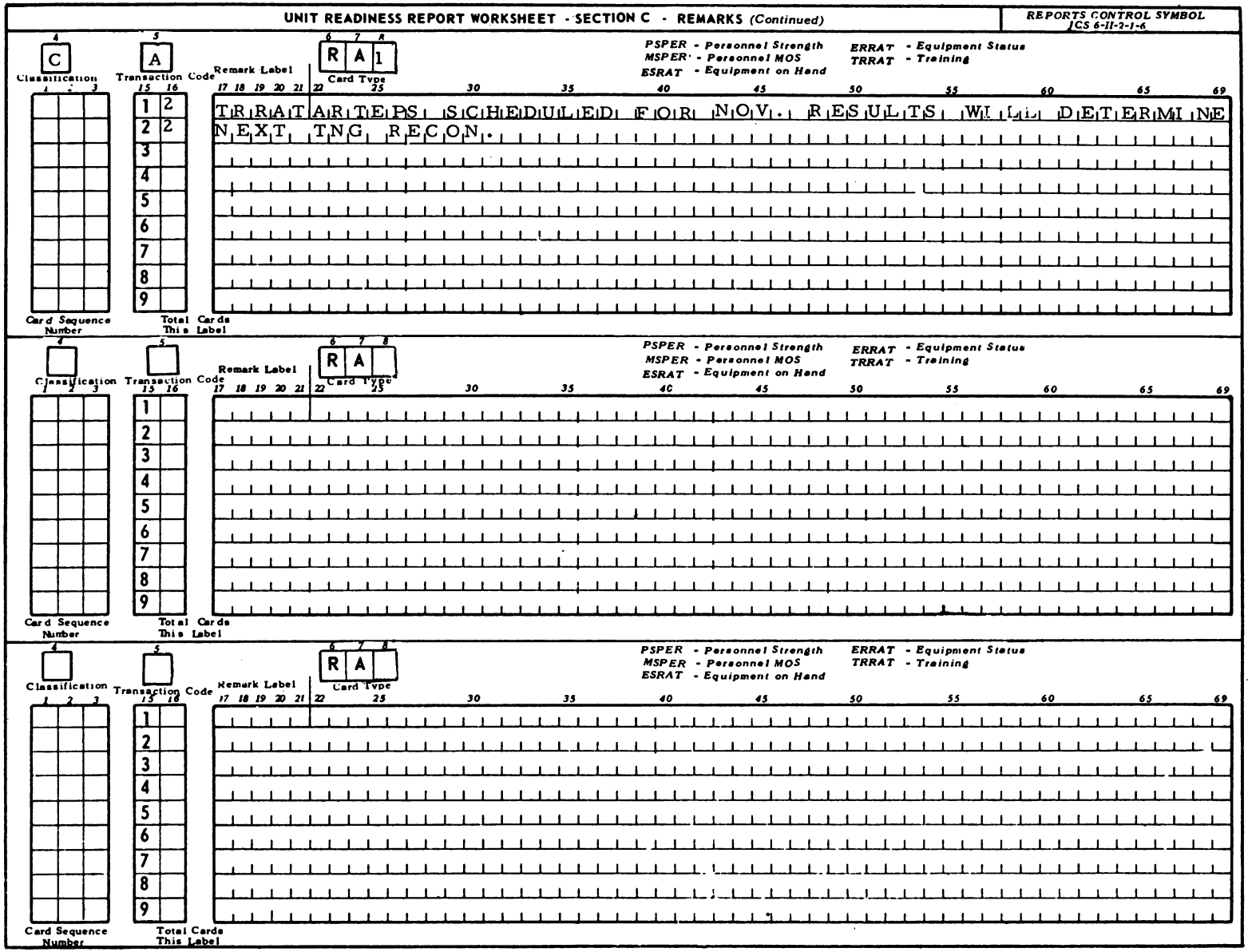

Figure 1. Con't.

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THE 2715 WORKSHEET, FIGURE 1 (Explanation Key to DA Form 2715):

1. Heading.

a. As of Date: 20th of month or date of change report.

b. To: The headquarters designated for forwarding punched card data (normally installation or division commander).

c. Thru: As prescribed by commander addressed in b above.

d. From: Unit designation, address, and geographic location (if not in address).

Section A - card type K (front side of form).

e. Blocks 1-3 self-explanatory.

f. Block 4. Self-explanatory (as a minimum, reports are classified Confidential when completed).

g. Block 5. Transaction Code: For recurring or change reports, enter C. For initial, terminal or other special reports, refer to Section III of AR 220-1.

h. Leave 6-8 blank.

i. Blocks 9-14. Unit Identification Code. The code consists of six characters: starting at the left, the first character is known as the service designator (e.g., W - Army); the second, third, and fourth characters will be a distinctive combination of letter/number characters to identify each parent unit (e.g., AD6 for 2-77 Mech); the fifth and sixth characters will be used to identify the parent unit as a whole or to separately identify organic elements of the parent unit (AA will be used to identify the parent unit as a whole). One place this can be found is on a unit's morning report.

j. Blocks 15-19 leave blank.

NOTE: Turn form over.

2. Section B - Card Type KA1 (back side of form).

a. Complete blocks 30-41, then blocks 18-20.

(1) The operating strength includes the present-assigned and absent-assigned strength of a unit as reported in printouts for Standard Installation Division Personnel System (SIDPERS). Enter the data from the SIDPERS printout in Section B, back side of the form. All figures must be preceded as necessary by zeroes to fill all necessary blocks.

EXAMPLE: Enter the following information in Section B, back side of the form.

Blocks 30-33 0034
Blocks 34-36 001
Blocks 37-41 00812
Aggregate 847

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(2) To determine the strength percentage, blocks 18-20, you must divide the aggregate operating strength by the full MTOE strength and convert to percentage. Round fractions to the nearest whole number; round .5 to 1.

EXAMPLE: Personnel Strength

$$\frac{\text{Operating Strength}}{\text{Full MTOE Strength}} \times 100 = \text{strength percentage} \qquad \frac{847}{891} \times 100 = 95\%$$

In this example our percentage is 95. Take this percentage and place it in blocks 18-20 of Section B.

(3) To determine the strenght REDCON you must look at the REDCON Criteria for this indicator.

STRENGTH	C1	C2	C3	C4
	Operating strength not less than 95% of full MTOE.	Operating strength not less than 85% of full MTOE.	Operating strength not less than 75% of full MTOE.	Operating strength less than 75% of full MTOE.

Compare this percentage to the criteria and determine the strength REDCON. In this example, the REDCON is C1.

b. MOS Percentage - Blocks 21 and 22.

(1) Determine the number of personnel authorized by identity (officer, WO, enlisted) and MOS code.

(2) Determine the number of personnel included in the total operating strength of the unit, by identity and MOS. Match the qualified personnel against the spaces in full MTOE. Consider the following personnel qualified when in the judgment of the commander the individuals can perform the required duties: Qualified personnel are those awarded primary, secondary, or additional MOS, and personnel who are qualified to perform duties to meet the MOS requirements. This is where all the majority of personnel in the unit are qualified by primary, secondary, or additional MOS to perform the duties assigned, or that the men are being trained for their assigned duties by a logical program of cross-training or on the job training. Do not consider MOS-qualified those personnel who are overstrength in a specific MOS.

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(3) To determine the MOS percentage you must divide the total number of personnel MOS qualified by full MTOE.

MOS EXAMPLE

$$\frac{\text{TOTAL MOS QUALIFIED}}{\text{FULL MTOE STRENGTH}} \times 100 = \frac{829}{891} \times 100 = 93\%$$

Enter the percentage obtained, 93%, in blocks 21 and 22, Section B.

(4) To determine the MOS REDCON we must look at the criteria for this indicator. Compare the 93% to the criteria below and the REDCON in this example is a C1.

MOS	C1	C2	C3	C4
	Not less than 86% of full MTOE are personnel in operating strength who are qualified to perform the duties of the position to which assigned.	Not less than 77%.	Not less than 68%.	Less than 68%.

Keeping in mind that his unit has a REDCON 1 in strength and MOS, **turn back to Section A of the worksheet.**

c. To determine the Personnel REDCON, block 22, you must take the lowest of the two REDCONS for strength and MOS. This unit has a REDCON 1 for both indicators so the Personnel REDCON would be a 1.

(1) Enter 1 in Block 22, Section A. If the Personnel REDCON was not 1 then you must enter the reason why in blocks 23-25. To determine the reason you must look in Appendix g of the AR. Select the reason that best fits your situation. If your Personnel REDCON is a 1 then leave blocks 23-25 blank.

(2) **Return to Section B** and complete those blocks that pertain to personnel.

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d. Blocks 23-24.

(1) Count the total daily personnel losses to the operating strength for the preceding 3 months. Do not use net losses for the quarter. Determine the loss percentage against the aggregate operating strength.

PERSONNEL TURNOVER

$$\frac{\text{LOSSES FOR PRECEDING 3 MONTHS}}{\text{OPERATING STRENGTH}} \times 100 = \text{PERCENTAGE}$$

$$\frac{84}{847} \times 100 = 10\%$$

(2) For example, a battalion has a total operating strength of 847. Actual losses from the operating strength during the preceding 3 months came to 84. After this calculation the percentage would be recorded as 10 in blocks 23 and 24, Section B.

e. Blocks 25-29.

(1) Deployment strength. By separate communications and as requirements develop, HQDA will designate specific units to report deployment strength.

(a) Deployment strength will be determined by counting the number of personnel who are nondeployable under the criteria set forth in (c) below and subtracting these personnel from the unit operating strength. Deployment strength will be computed as of the 20th of the month and will be entered in blocks 25-29, Section B of the Unit Readiness Report.

(b) You must become familiar with deployment strength reporting procedures. The operational situation may require certain units to report deployment strength on short notice under the following conditions:

1. Monthly in the unit readiness report as prescribed herein.

2. On a spot report basis following deployment alert. In this case, deployment strength will be as of the projected or actual deployment date specified in the alert instructions. If it is not possible to specify a deployment date, then an "as of" date for reporting purposes will be specified.

(c) In determining the deployment strength of specially designated units, personnel in the following categories will be considered as non-deployable and their numbers will be deducted from unit operating strength:

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1. Personnel who have less than 14 days to ETS on the actual or programmed deployment date. ETS restrictions are waiverable if individual extends or reenlists.

2. Personnel who have not completed a minimum of 4 months basic military training or its equivalent.

3. Sole surviving family members who request noncombat duty or who do not waive a request submitted by a parent.

4. Personnel who have had a family member killed, 100 percent disabled or is MIA or is a POW provided individual so requests exemption.

5. Personnel flagged UP AR 604-10 (subversion/disaffection), AR 635-200 (administrative discharge), AR 635-206 (fraudulent enlistment, civil confinement, misconduct), and AR 635-212 (unfitness/unsuitability), provided the request/recommendation for discharge has been received by the headquarters exercising approval authority.

6. Personnel who are awaiting trial or results of trial by general court-martial.

7. Personnel in confinement, AWOL, or hospitalized.

8. Personnel in TDY status away from home installation who, in the judgment of the commander, cannot be made available for deployment.

9. Personnel with permanent or temporary profiles which preclude satisfactory duty performance under deployment conditions as determined by appropriate medical authority and approved by the unit commander.

a. In our example we have 47 personnel who are non-deployable. The 47 is subtractred from the operating strength of 847. This leaves us with 800 personnel who are deployable. (S3 section has to know the number of nondeployable personnel.)

b. Enter 00800 in blocks 25-29.

c. The commander must look at his unit to determine what his readiness condition is in the area of logistics. Look at Section B of the DA Form 2715 worksheet (Item J Equipment on Hand Profile Blocks 53-67).

3. Equipment on Hand Profile.

a. The purpose of this indicator is to determine the equipment on hand as opposed to what is authorized. The source documents needed to determine equipment on hand are the MTOE, Supply Bulletin 700-20 and the battalion rollup (unit property book for separate companies).

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b. Before we can determine the REDCON for equipment on hand, we must first determine what equipment within a battalion is reportable.

c. Equipment on hand profile, blocks 53-67. For equipment on hand, the criteria is not less than a specified percentage of full MTOE reportable lines at specified percentage of fill. Only equipment that is type-classified as Standard or Limited Production and that is identified in SB 700-20 as having a Reportable Item Control Code 1 (RICC-1) is reportable. Determine equipment to be considered by utilizing the MTOE for authorization and SB 700-20 for line items (RICC-1) to be reported. For TDA units designated to report under this regulation, the TDA proponent may also select and designate RICC-2 and any other line items as reportable.

EXAMPLE: SB 700-20

Line Item	FSN	RICC	TC	NOMENCLATURE
Omit	Omit	2	A	TRK STRADDLE-CARR
Omit	Omit	3	A	STOVE, GASOLINE
Omit	Omit	1	A	TRK, M49A2C
Omit	Omit	1	B	TRK, 2½ T, M50
Omit	Omit	1	U	TRK, TRAC XM 532E2
Omit	Omit	1	T	RADAR, AN/MPQ-35-5

EXAMPLE: WORKING CHART

LINE ITEM	AUTH	O/H	%FILL
B49546	815	740	90
E00533	15	14	90
J44055	4	2	80
L44575	10	6	60
L91975	13	11	80
M75029	20	12	60
X60833	5	4	90
M75577	554	552	90

The working chart is made from the information obtained from MTOE, SB 700-20 and the property book.

a. When equipment type-classified as Standard or Limited Production is issued in lieu of authorized reportable line items, report under the following rules:

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(1) It is reportable if it has operational characteristics similar to those of the authorized item. EXAMPLE: A tank medium gun issued in place of a tank light gun would be counted as an acceptable substitute item.

(2) If the substitute item is issued on other than a one-for-one basis, calculate an appropriate, adjusted quantity of fill for the original (TOE) line. Consider the following example: compute the percentage fill for ten 10 KW generators at Level 1 (full TOE). The unit has no 10 KW generators, but ten 5 KW generators were issued. These ten are acceptable substitutes for five of the 10 KW generators. The adjusted quantity of fill for 10 KW generators is five. The percentage of fill for 10 KW generators is calculated as follows:

$$\frac{5}{10} \times 100 = 50\%, \text{ the percentage of fill.}$$

(3) It is not reportable if it does not have operating characteristics similar to those of the authorized item. EXAMPLE: One 5 KW generator issued in place of one 10 KW generator normally would not be considered as a substitute item. Also if one 10 KW generator is issued in place of the two 5 KW generators, it would not necessarily be considered as a substitute item for both generators, e.g., if the mission of the unit required the two 5 KW generators to be placed at different locations, the 10 KW generator would be considered as a substitute item for only one 5 KW generator and the other 5 KW generator would be a shortage.

b. RICC-1 items held as substitute for authorized nonreportable line items will not be reported.

c. The next higher commander, during his review of the Logistics Section, will consider, as on hand, those items that are locally available and are in the process of issue to a specific unit.

d. When determining the number of reportable lines for the equipment on hand indicator, for example: consider all radios with the same Federal Stock Number (FSN) as one reportable line regardless of the numbers (LIN) listed in authorization documents. A unit which is authorized five separate LIN for the Radio Set AN/GRC-125 will figure the total quantities authorized and on hand for all five LIN together. To list these radios as a single RICC-1 line, lump them all under the first applicable LIN listed in SB 700-20. In this example LIN Q33474 applies.

e. Appendix A of AR 220-1 gives the criteria for this indicator. Based on 90 percent of MTOE required reportable lines, a specified number of equipment on hand (EOH) is given for each REDCON rating.

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(EQUIPMENT ON HAND (EOH) CRITERIA)

(Nine items or less)

MTOE REQUIRED QUANTITY PER LINE	REDCON RATING C1	C2	C3	C4
9	8	7	6	5 or less
8	7	6	--	5 or less
7	6	--	5	4 or less
6	5	--	4	3 or less
5	4	--	3	2 or less
4	3	2	--	0
3	2	1	--	0
2	1	--	--	0
1	1	--	--	

f. Major items that are RICC-1 and make up part of a system or set will be reported separately only if authorized by the MTOE as separate items.

g. Enter in blocks 53-55, Section B, the number of reportable lines being reported (095). The number of lines meeting C1, C2, C3, and less than C3 fill levels are recorded in blocks 56-58, 59-61, 62-64, and 65-67 respectively. Next determine the number of lines required to have 90 percent of the total lines. As you look at this equipment on hand profile you notice that the total number of lines is 95. Ninety percent of that would be 86.

Place 095, 050, 011, 031, and 003 in blocks 53 thru 67, section B.

	C1	C2	C3	C4
Equipment on Hand	Not less than 90 percent of full MTOE Reportable Lines at or above 90% fill.	80%	70%	More than 10% of reportable lines at less than 70% fill.

Based on our profile shown in Section B we must count down until we attain 90% of our total reportable lines, in this example 90% is equal to 86 lines. You have only 50 lines at C1 fill so your unit cannot be C1. Counting on down you have only 61 lines at C2 and above so your unit cannot be C2. Counting on down you find 92 lines at or above C3 fill so your unit REDCON for EOH would be a C3.

Enter 3 in Block 26, Section A.

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h. Reason EOH REDCON not C1, blocks 27-29. Enter the coded primary reason why the unit's equipment on hand REDCON does not equal C1. This item may be left blank if the unit is C1 in equipment on hand.

Enter S31 in blocks 27-29, Section A.

EXAMPLE: REASONS WHY REDCONs ARE NOT C1 (from appendix G)

	CODE	DEFINITION
Equipment on Hand	S03	Aircraft in storage
	S24	Shortage-attached element supply/equipment
	S31	Shortage-repair parts/spares
	S43	Shortage-vehicle(s)

4. Equipment Status Profile, blocks 42-52, Section B.

a. The equipment status profile depicts the unit's logistics readiness on both availability and the condition of specified equipment.

b. Equipment to be considered as assets for this indicator:

(1) Only those RICC-1 MTOE required column equipment line items previously identified as reportable for the equipment on hand indicator which are also listed in the DA Form 2406 column of Appendix C, TM 38-750.

(2) Substitute equipment items issued in lieu of the above which are type standard (std) or Limited Production (LP) and which will fulfill the operational requirement similar to the authorized item. The DA Form 2406, Material Readiness Report, will reflect the information needed to prepare this part of the worksheet.

(3) The total number of equipment items determined to be reportable will be recorded as part of the equipment status profile, Section B, blocks 43-46. (Block 42 is left blank since it only applies to guided missile units). The total number of items for this example if 500. Enter 0500 in blocks 43-46.

c. Equipment condition is described as follows:

(1) The condition of designated reportable items of equipment is categorized as either READY or NOT READY as follows:

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(a) READY equipment. Equipment capable of performing its primary mission immediately and free of factors which may curtail sustained performance. READY equipment is described and established by Equipment Serviceability Criteria ratings of GREEN or AMBER.

(b) NOT READY equipment. Equipment which is unable to perform its primary mission immediately or possesses an unacceptable reliability for sustained performance of its primary mission, as described and established by an Equipment Serviceability Criteria rating of RED.

(2) Determine equipment condition by inspecting it and by checking the items listed in the applicable ESC. Categorize equipment as either READY or NOT READY in accordance with the results of the ESC evaluation. ESC ratings will be considered current when they have been performed within the 90-day period preceding the "as of" reporting date if no subsequent entries in the equipment logbook invalidate the ESC ratings.

(3) If an ESC has not been published for a reportable item (including "in-lieu-of"), and the item cannot perform its primary mission because of its condition (unapplied urgent modification work order (MWO) or inoperative), it will be rated as NOT READY. Otherwise, it will be rated as READY.

(4) Equipment on hand will be rated as NOT READY when one or more urgent MWOs have not been applied.

(5) Equipment undergoing maintenance above organization level (items to be repaired and returned to the reporting unit) will be considered on hand and rated as NOT READY if the equipment will not be returned to the unit in operating condition within 48 hours.

(6) Equipment in organizational maintenance will be considered on hand.

(7) Equipment in administrative storage.

(a) Equipment is in administrative storage when it is on the property account of the reporting unit and is stored in accordance with TM 470-90-1.

(b) Equipment will not be placed in storage in a NOT READY condition.

(c) Stored equipment will be considered as on hand if it can be made available to the unit within 48 hours. If equipment cannot be reassembled or available to the unit within 48 hours it will be rated as SHORT.

(8) MTOE required column equipment shortages will be rated as SHORT unless acceptable substitute items are on hand in lieu of the required items (para b(2) above).

(9) Rate as SHORT, any equipment out on loan (TDY) which is outside the operational control of the reporting unit and not returnable within 48 hours.

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(10) Do not consider borrowed equipment.

d. The following chart is an example of computations to determine REDCON for entry in section A, block 30. This example is for illustrative purposes; it does not show equipment for any battalion. See appendix A for REDCON criteria.

EQUIPMENT STATUS

Item	*Required Colm MTOE*	*On Hand*	*READY*	*SHORT*	*NOT READY*
Truck, ¼-ton	125	100	90	25	10
Truck, ¾-ton	50	45	40	5	5
Truck, cargo, 2½-ton	100	75	70	25	5
Helicopter, utility	10	10	9	0	1
Tank, combat, medium (system)	100	50	40	50	10
Radio set (not part of system)	100	100	95	0	5
Airplane, observation	10	10	5	0	5
*Generator 30kw	5	5	4	0	1
*Generator 15kw	0	(10)	(8)	0	(2)
TOTALS	500	395	353	105	42

**Note:* *10 ea 15KW generators issued in lieu of 5 ea authorized 30KW generators are shown as a memorandum entry ( ) and not included in totals. An adjusted qty of fill has been computed and the combined items have been counted and profiled as single systems on the MTOE authorized 30KW generator line.*

The number of items SHORT is 105.

$$\text{SHORT percentage} = \frac{\text{No. Short}}{\text{MTOE Req'd Col Total}} \times 100 = \frac{105}{500} \times 100 = 21\%$$

$$\text{NOT READY percentage} \quad \frac{\text{No. NOT READY}}{\text{MTOE Req'd Col Total}} \times 100 = \frac{42}{500} \times 100 = 8.4\% \text{ or } 8\%$$

$$\text{READY percentage} = \frac{\text{No. READY}}{\text{MTOE Req'd Col Total}} \times 100 = \frac{353}{500} \times 100 = 70.6\% \text{ or } 71\%$$

By the criteria of appendix A, the unit is REDCON 3 (70 thru 79 percent READY). Enter 3 in section A, block 30, of the DA Form 2715 worksheet.

Report the total number of items in section B, blocks 43-46, DA Form 2715. In the example above, 0500 would be entered. Report the READY percentage in section B, blocks 47-48, DA Form 2715. In the example above, 71 would be entered. Report the SHORT and NOT READY percentages in blocks 49-50 and 51-52 respectively. In the example above, 21 and 08 would be entered. If all of the unit's equipment is categorized as SHORT, enter 00 in blocks 47-48, 99 in blocks 49-50, and 00 in blocks 51-52. If all of the unit's equipment is categorized as NOT READY, enter 00 in blocks 47-48, 00 in blocks 49-50, and 99 in blocks 51-52. If all of the unit's equipment is categorized as READY, blocks 47-52 will be zero filled. (Note: The percentage entered in blocks 47-52 should total either 99, 100, or 101 depending on rounding of fractions.)

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Equipment readiness (equipment status).

C1	C2
Not less than 90% of reportable equipment in READY condition.	80%-89% of reportable equipment in READY condition.
C3	**C4**
70%-79% of reportable equipment in READY condition.	Less than 70% of reportable equipment in READY condition.

e. Reason equipment status REDCON not C1, blocks 31-33. Enter the coded primary reason, as listed in appendix G of AR 220-1 when the unit's equipment status REDCON does not equal C1. This item may be left blank if the unit is C1 in equipment status.

REASONS WHY REDCONS ARE NOT C1 (from appendix G)

	CODE	DEFINITION
Equipment Status	R01	Aircraft grounded safety flight
	R45	Damaged/inoperative vehicle(s)
	R52	Equipment removal
	R54	Equipment shortage
	R60	Maintenance-Facilities inadequate
	R92	Repair-Lack proper tools to perform

Enter R54 in blocks 31-33.

The unit commander should explain his reason for equipment status REDCON not C1 in the space provided on the worksheet.

5. Training REDCON.

This is a subjective evaluation made by the S3 and commander.

a. The commander and S3 must first determine their current level of training. Reference to pertinent ARTEPs, Training Circulars, and higher headquarters training guidance will assist in determining current training level and the training remaining to be accomplished. In addition, consider the following:

(1) Units authorized level of organization.

(2) Equipment and facilities available for training.

(3) Personnel present and available for training.

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(4) MOS qualification.

(5) Personnel turnover rate.

(6) Retained proficiency since last field exercise/ARTEP.

(7) Reserve units refer to AR 220-1 appendix C for additional considerations.

b. The unit that we have been using as an example has determined that the current level of training is PLATOON LEVEL.

c. After determination of the current level of training, the commander will estimate the number of training weeks remaining to attain a fully trained status, based upon the following post mobilization assumptions:

(1) ___ hours training week.

(2) All assigned deployable personnel are stabilized.

(3) Unit has commenced training at the mobilization station, if applicable.

(4) Qualified personnel and equipment will be provided in a timely and progressive manner to initiate and complete necessary training programs. The time required to conduct a Field Training Exercise (FTX) at levels of command higher than the reporting unit will not be included in post mobilization training time. Do not consider the time required to process incoming personnel and equipment. Assume the mobilization date is the "as of" date of the report and that required training can commence immediately. Consider the time required to integrate newly arrived qualified personnel as effective members of squads and crews. It follows that a unit not currently C1 in personnel must report at least one week of training required to attain a fully trained status.

d. If the commander and S3 have made the 4 above assumptions and they have determined that it will take the battalion five weeks of training to progress up to a fully trained status, then enter the number of weeks required in blocks 16 and 17, Section B.

e. To determine the REDCON of units in training you must enter the table in Appendix A of AR 220-1, at the appropriate unit level, reading right to the number of weeks estimated in blocks 16 and 17.

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TRAINING REDCON

	C1	C2	C3	C4
Div, Bde or Bn	0-2 weeks required to attain a fully trained status.	3-4 wks	5-6 wks	7+ wks
Co/Btry or below	0-1 week required to attain a fully trained status.	2 wks	3-4 wks	5+ wks

Since our unit is a battalion, we must use the top line. Our units need 5 weeks of training so as you see in the criteria the TRAINING REDCON would be C3.

Enter 3 in block 34 of Section A.

(4) Blocks 35-37, Reason Training REDCON not C1. To complete these blocks we must again go to the reasons stated in the AR.

REASONS WHY (see appendix G of AR 220-1 for detailed listing) REDCON NOT C1

	CODE	DEFINITION
TRAINING	T05	Inadequate - School Quotas
	T08	Inadequate - Training Areas
	T28	Personnel Turnover Excessive
	T35	Shortage - NCO Senior
	T41	Training Incomplete

Enter T41 in blocks 35-37 of Section A. Write "training incomplete" in space provided.

We have made an evaluation of our unit in the three areas of personnel, logistics and training. It's time to complete the DA Form 2715 starting with Section A, Block 20.

6. Section A.

a. Block 20, Section A, Overall Unit REDCON. Enter the selection which explains the basis of the commander's judgment of how well the unit can accomplish its primary mission. If this REDCON differs from the lowest REDCON reported for personnel, equipment on hand, equipment status or training it must be justified by remarks.

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The following "reason codes" will be used.

P - Personnel
S - Equipment on Hand
R - Equipment Status
T - Training
N - Overall REDCON equals ALO and resources allocation does not permit a higher REDCON.
M - Resources allocation by unified/specified commander does not permit a higher REDCON.
X - Overall REDCON does not agree with lowest REDCON reported or has been subjectively changed. An X must be explained with remarks.

c. Blocks 38-40 and 41-43, second and third reason overall unit REDCON not C1. Enter the coded reason, as listed in Appendix G of AR 220-1, why the unit's overall REDCON is not C1. Neither reason need be reported if previous reasons reported sufficiently describe conditions within the unit.

d. Block 44, Projected overall REDCON. Enter the projected overall Unit REDCON. This REDCON may indicate either an increase or decrease. It may be left blank if the unit is incapable of projecting a change.

e. Blocks 45-50, Projected Date of Change. Enter the date overall REDCON is projected to change to the REDCON reported in block 44. This date must be reported if a projected change in REDCON has been reported. Date shown as 711201 (1 Dec 71).

f. Block 51, ALO, enter 1, 2, 3, or 4 as assigned to the reporting unit. If designated as an exception unit, enter 4. Enter 3 in block 51.Since 1, 2, and 3 are levels designated by DA, the example unit has been designated 3.

g. Block 52. Codes P (personnel), S (equipment on hand), R (equipment status), or T (training). Normally, P will describe Authorized Level of Organization (ALO) constraint. If ALO is 1, leave blank.

h. aa.Blocks 53-58. The "as of" date will be same as block a in the heading.

7. Remarks Cards (Card Types R, RA1, and RA2). Remarks cards may be submitted to clarify the reported readiness condition in each measured area. If the REDCON in any measured area is below the unit ALO, remarks must be submitted to clarify why this condition exists. Data labels are used in blocks 17-21 of the remarks cards to identify what type remarks are being submitted. The data labels are:

READY
Comments on the overall readiness condition of the unit.

REASON
Clarification when the overall unit REDCON does not agree with the lowest measured area REDCON.

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PSPER
Specific comments about personnel strength.

MSPER
Specific comments about MOS readiness.

ESRAT
Specific comments about equipment on hand.

ERRAT
Specific comments about equipment status.

TRRAT
Specific comments about training readiness.

See Section 2-5 of AR 220-1 for more details concerning remarks cards.

8. Conclusion:

a. Unit Readiness is the way of life in the Army today. It will reflect objectively the REDCON of units, and serve as a basis for measuring the effectiveness of the Army's management of resources.

b. We have discussed a vast amount of material but what is of primary importance is the philosophy behind unit readiness and unit readiness reporting.

(1) It provides a management tool for all commanders and the Department of the Army to analyze and solve problem areas.

(2) It is an objective means to readily ascertain the true evaluation of a unit's capability of perform its mission. It is primarily a tool of the battalion commander on up.

c. As a staff NCO you will play a most important role in the readiness program.

d. Unit readiness reports must reflect the true condition of a unit. If the unit has complied with regulations and the unit's REDCON is still below the authorized level of organization, no higher commander in the chain of command will consider this fact as reflecting unfavorably upon the unit commander.

TASK NUMBER: 071-11B-8113

REFERENCES:

AR 220-1, Unit Readiness Reporting

SB 700-20, Army adopted/other items selected for Authorization/ List of reportable items

MTOE

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE ROAD MOVEMENT GRAPH.

EVALUATION

CONDITIONS:

As a unit operations sergeant, given graph paper, a convenient graph scale, pencil, a starting point (SP), clearance, arrival time (AT), clearance time (CT), distance to be moved in kilometers, rate of march, location of critical points (i.e., rest halts, check points, etc.), halt time, pass time (PST), and length-of-column (LGTHCOLM).

STANDARDS;

Within the time specified by the commander's guidance, prepare the graph so that anyone familiar with the use of a road movement graph can determine where the beginning and end of the march column should be at any given time or when the beginning and end of the column will be at a given location along the route of march.

TRAINING

1. Road Movement Graph. A road movement graph is a time-distance diagram used in planning, preparing, or checking road movement tables, and controlling marches. It shows the approximate location at a specified time of the head or tail of each serial, provided the road movement proceeds as scheduled. The vertical scale to the left, with point of origin at the bottom, serves as a distance scale in kilometers and should show the relative locations along the route of critical points where coordination of the movement is required.

2. A serial is represented graphically by drawing a line to represent the movement of the head of the serial and a line to represent the movement of the tail of the serial. The lines are parallel and are drawn with a slope that represents the rate of march (at 24 kilometers on the vertical to 1 hour on the horizontal scale).

3. To prepare a road movement graph, the following steps are applicable (figure 1 and 2):

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a. Designate the lower left corner of the graph sheet as the SP Time (1225 hrs), or earlier even hour before the march is to begin. Select a convenient scale (one vertical square = 2 km, one horizontal square = 10 min) and plot the hours available in sequence from left to right on the horizontal axis (1000 hrs thru 2100 hrs).

b. Determine the distance to be moved in kilometers (136 km). Indicate the SP at the lower left corner of the graph sheet, and using an appropriate scale, plot the number of kilometers on the vertical scale from the SP (0 km, Augusta) to the release point (RP) (136 km, Fargo). Indicate the location of critical points (i.e., rest halts, check points, etc.) on the vertical scale.

c. At the proper distance from the start point, draw a horizontal line indicating the location of the RP. Indicate the hour when the movement must be completed (2005 hrs) by a vertical line. Plot lines representing route restrictions, if any, at the proper distance and times on the graph.

d. Determine the pass time (60 min) of foot and/or motor elements in the column.

NOTE: If not given, simplified formulas for length-of-column (LGTHCOLMs and PSTs) foot and/or motor may be used (see figure 2).

e. Starting at the SP at the specified hour (1225 hrs), plot the movement of the head of the leading element (left vertical line). If the motors move at a blackout rate of 24 km per hour, at 30 minutes they will have moved 12 kilometers; at 1 hour, 24 kilometers, etc. Plot the trace of the lead vehicles to the RP.

(1) The last vehicle will cross the SP one "pass time" (60 min) after the first vehicle. Measure this time on the graph and plot the trace of the last vehicle of the element (right vertical line).

(2) The lines describing the head and tail of a serial are parallel (head of column on left and tail of column of the right).

(3) Indicate the time subsequent serials (foot or motor) reach the SP, and plot the traces of the head and tail.

(4) Check to see that the plan complies with all restrictions and orders.

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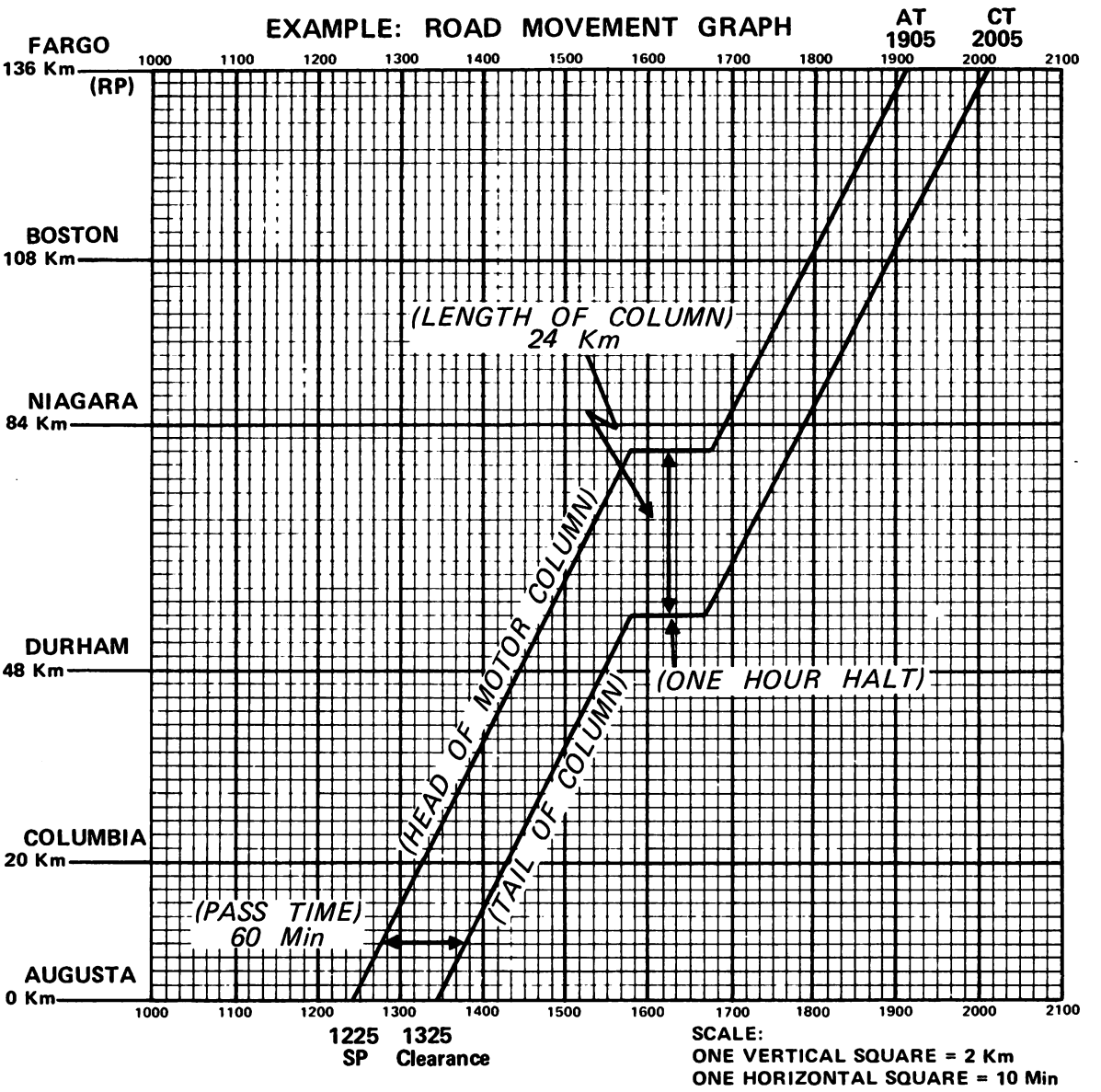

Figure 1. Road movement graph.

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PASS TIME (PST) OF FOOT COLUMNS

Multiply length of column (LGTHCOLM) by factor for rate of march.

PST (minutes) = (LGTHCOLM x Factor)

Select factor from table below

Rate (kmph)	Factor
4.0	.0150
3.2	.0187
2.4	.0250
1.6	.0375

LENGTH OF COLUMN (LGTHCOLM) OF FOOT TROOPS

Multiply number of men by factor for formation and add the total distance of the gaps between units.

LGTHCOLM (meters) = (No of men x Factor) 1 Column gaps

Select factor from table below

Formation	2m/Man	5m/Man
Single File	2.4	5.4
Column of Two's	1.2	2.7

PASS TIME (PST) OF MOTOR COLUMN

(Time required to pass given point)

Multiply the LGTHCOLM in kilometers by 60; divide by the speed of the column.(1)

$$\text{PST (min)} = \frac{\text{LGTHCOLM (km)} \times 60}{\text{Rate (kmph)}}$$

The following can determine an approximation of PST: (2)(3)

PST (min) = No of veh x 0.08 (one march unit in close column)
= No of veh x 0.18 (two or more march units (a serial) in close column)
= No of veh x 0.20 (one march unit in open column)
= No of veh x 0.30 (two or more march units (a serial) in open column)

NOTES:
1. Extra time allowance must be added if not included in the unit SOP formations.
2. Open column figures are standard for a density of 12 vpk and a rate of 24 kmph; etc. column density is 48 vpk at 16 kmph.
3. March units consist of approximately 30 veh.

Figure 2. March Formulas.

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LENGTH OF COLUMN (LGTHCOLM) OF VEHICLES

(This is the sum of the lengths of the veh, the distance between veh, and the distance between march elements)

Divide the no of vehicles by the density of vehicle per km. Add this to the quotient of the time gaps multiplied by the rate (kmph) divided by 60.

$$\text{LGTHCOLM} = \frac{\text{No of veh}}{\text{Density (vpk)}} + \frac{\text{Time gaps (min) x Rate (kmph)}}{60}$$

The following can determine an approximation of LGTHCOLM:[2]

LGTHCOLM (km) = No of veh x .02 (one march unit in close column)
= No of veh x .04 (two or more march units (a serial) in close column)
= No of veh x .08 (one march unit in open column)
= No of veh x .12 (two or more march units (a serial) in open column)

NOTES: 1. In close column, a 15-min time gap occupies 4 km LGTHCOLM: in open column, a 15 min time gap occupies 6 km LGTHCOLM.
2. Open column figures are standard for a density of 12 vpk and rate of 24 kmph; close column density 48 vpk at a rate of 16 kmph.

Figure 2. March Formulas (con't).

TASK NUMBER: 071-11B-8175

REFERENCE:

FM 101-10-1, Staff Officer's Field Manual: Organizational, Technical, and Logistical Data Unclassified Data

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TASK
PREPARE ROAD MOVEMENT TABLE (ANNEX TO OPORD)

EVALUATION

CONDITIONS:

During combat operations, CPX, FTX or peacetime contingency, given commander's/S3's guidance (to include time available for preparation), general data, unit SOP, and subordinate unit's serials or march units.

STANDARDS:

Within the time specified by the commander/S3, the road movement table annex must:

1. Be correctly identified by title and map reference data.

2. Contain correct classification markings and downgrading instructions, if applicable.

3. Contain correct distribution instructions and proper authentication if distributed separately.

4. As a minimum, show serial or march units, speed, traffic density, proposed locations, routes, and arrival and clearance times at critical points.

TRAINING

1. ROAD MOVEMENT TABLE. The road movement table is a method of providing movement schedules and other essential details pertaining to road movement to subordinate units. The road movement table provides:

a. Proposed locations of elements at various times to the column commander.

b. Arrival and clearance times at critical points along the route to the serial and march unit commanders.

2. DISTRIBUTION. Road movement tables will frequently require a wider distribution than a normal operation order so that copies can be issued to movement control personnel, traffic posts, etc.

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3. SECURITY CLASSIFICATION. Security classification will be based on content of the road movement table and need not necessarily be the same as that of the operation order.

4. PREPARATION OF ROAD MOVEMENT TABLE (annex to OPORD). Road movement tables consist of two parts.

a. The first part includes "data" paragraphs containing general information common to two or more columns (or elements of a column). Data is listed as follows:

GENERAL DATA

(1) Average speed.

(2) Traffic density. (The average number of vehicles that occupy 1 mile or 1 kilometer of road space.)

(3) Halts.

(4) Routes (i.e., between Start Points and Release Points).

NOTE: The routes and points are described by grid references, code words, etc., and, if necessary, are numbered or lettered for ease of reference in the road movement table.

(5) Critical points.

(a) Start points.

(b) Release points.

(c) Other critical points.

(6) Route classification (if applicable).

(7) Route restrictions (if applicable).

(8) Main routes to start points (if applicable).

(9) Main routes from release points (if applicable).

NOTE: A critical point is defined as a selected point along a route used for reference in giving instructions. It includes start points, release points, and other points along a route, such as bridges or intersections where interference with movement may occur or where timing is critical.

b. The second part of the movement table is a listing of the columns (or elements of column), together with all other necessary information arranged in tabular form. (See figure 1.) The following information applies to the tabular form:

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(SECURITY CLASSIFICATION)

Annex B - "Movement Table" to Operation Order for Movement No.

Map:

Copy No.
Issuing HQ
Place of Issue
Date-Time Group of Signature
Message Reference No.

General Data:

1. Average Speed
2. Traffic Density
3. Halts
4. Routes (i.e. between Start Points and Release Points)
5. Critical Points
   (a) Start Points
   (b) Release Points
   (c) Other Critical Points
6. Main Routes to Start Points
7. Main Routes from Release Points

Serial or Movement Number	Date	Unit/Formation	Number of Vehicles	Load Class of Heaviest Vehicles	From	To	Route	Route to Start Point (See Note 7)	Critical Points			Route from Release Point (See Note 7)	Remarks
									Ref.	Due (hrs.)	Clear (hrs.)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)	(n)	(o)
(See Note 5)													

Acknowledge:

Distribution:

Authentication:

(SECURITY CLASSIFICATION)

Figure 1. Road Movement Table.

(1) Since the form may be issued to personnel concerned with control of traffic, the security aspect must be remembered. It may not be desirable to include dates or locations.

(2) If the tabular form is issued by itself and not as an annex to a more detailed order, the form must have the heading and be signed or authenticated in the normal way as for an annex issued separately. (See figure 1.)

(3) For simplicity, use only the minimum number of column headings. Information which is common to two or more march units should be included under the "data" paragraph.

NOTE: If the annex has the same distribution as the operation order, it will not be necessary to include the headings and endings as shown in figure 1.

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Reference: Map, GEORGIA, L7014, 1:250,000, BENNING Sheet, 2d Edition.

Time Zone Used Throughout the Order: ROMEO

General Data:

1. Average Speed: 24 kmph.
2. Traffic Density: 12 veh per km.
3. Halts: 1545-1645, meal and fuel; all others SOP.
4. Critical Points: Route RED
   a. Start Point, AUGUSTA (GL6672) (AUG)
   b. Release Point: FARGO (GN7512) (FAR)
   c. Other critical points:
      COLUMBIA (GL6979) (COL)
      DURHAM (GL6989) (DUR)
      NIAGARA (GL6893) (NIA)
      BOSTON (GN7106) (BOS)
   d. Route Classification: 10X50
   e. Route Restriction: None.
5. Main Routes to Start Point: N/A
6. Main Routes to Release Point: N/A

* * * * * * * *

(Classification)

March Unit	Date	Unit	No of Vehicles	Load Class of Heaviest Vehicles	From	To	Route	Critical Points Ref	Due	Clear	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
N/A	22 Aug	Recon Party Scout Plt 1/A/52 Engr Spt Plt Maint Plt Comm Plt (LT Crosby)	14 (10) (1) (1) (1) (1)	25	AUGUSTA	FARGO	RED	AUG	0600	N/A	Move by infiltration
N/A	22 Aug	Quartering Party Bn HQ Sec Co HQ Comm Plt Med Plt Spt Plt Cbt Spt Co Hv Mort Plt AT Plt Redeye Sec Gnd Surv Sec Co A, B, and C A/2-4 Armor (CPT Dowling)	18 (3) (1) (2) (1) (2) (1) (1) (1) (1) (1) (3) (1)	4	AUGUSTA	FARGO	RED	AUG	1900	N/A	Move by infiltration
1	22 Aug	Co A Engr Plt (CPT Henderson)	(25) 30 (5)	25	AUGUSTA	FARGO	RED	AUG COL DUR NIA BOS FAR	1159 1249 1359 1529 1729 1839	1205 1255 1405 1535 1735 1845	Includes halt at (1545-1645)
2	22 Aug	HHC (-) (Comd Gp) Co HQ Bn HQ Sec Comm Plt Spt Plt (-) Hv Mort Plt (CPT Blake)	29 (1) (11) (2) (10) (5)	13	AUGUSTA	FARGO	RED	AUG COL DUR NIA BOS FAR	1208 1258 1408 1538 1738 1848	1214 1304 1414 1544 1744 1854	Includes halt at (1545-1645)
3	22 Aug	A/2-4 Armor Spt Plt (-) (CPT Dooley)	(26) 30 (4)	50	AUGUSTA	FARGO	RED	AUG COL DUR NIA BOS FAR	1217 1307 1417 1647 1747 1857	1223 1313 1423 1653 1753 1903	Includes halt at (1545-1645)
4	22 Aug	Co B AT Plt (-) (CPT Wyatt)	(25) 30 (5)	25	AUGUSTA	FARGO	RED	AUG COL DUR NIA BOS FAR	1226 1316 1426 1656 1756 1906	1232 1322 1432 1702 1802 1912	Includes halt at (1545-1645)
5	22 Aug	Cbt Spt Co (-) Co Hq Redeye Sec Gnd Surv Sec Spt Plt (-) AT Plt (-) Med Plt (CPT Skinner)	30 (6) (2) (6) (9) (4) (3)	21	AUGUSTA	FARGO	RED	AUG COL DUR NIA BOS FAR	1235 1325 1435 1705 1805 1915	1241 1331 1441 1711 1811 1921	Includes halt at (1545-1645)
6	22 Aug	Co C AT Plt (-) (CPT Mitchell)	(25) 29 (4)	25	AUGUSTA	FARGO	RED	AUG COL DUR NIA BOS FAR	1244 1334 1444 1714 1814 1924	1250 1340 1450 1720 1820 1930	Includes halt at (1545-1645)
N/A	22 Aug	Trail Party Bn HQ Sec Maint Plt Med Plt A/2-4 Armor Comm Plt Spt Plt Deadlined Vehicles (CPT Martines)	23 (1) (6) (1) (3) (1) (1) (10)	55	AUGUSTA	FARGO	RED	AUG	N/A	N/A	Move by infiltration

(Classification)

Figure 2. Annex (Road Movement Table).

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5. EXAMPLE ANNEX. Figure 2 is an example of a completed annex (road movement table) to a battalion OPORD. Note the following points:

a. In paragraph 4 of the general data section, points are designated by names and grid references. Routes are labeled with code words.

b. In blocks (f) and (g) of the tabular form section, point names are given, but no grid references. In block (h), the code word for the route which is given in the general data section is used.

TASK NUMBER: 071-11B-8176

REFERENCES:

FM 55-30, Army Motor Transport Operations

FM 101-10-1, Staff officer's field manual: organizational, technical and logistical data unclassified data

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TASK
EXTRACT INFORMATION FROM ROUTE RECONNAISSANCE REPORT.

EVALUATION

CONDITION:

During combat operations, CPX, FTX, or peacetime contingency, given commander/S3 planning guidance, unit SOP, and a completed route reconnaissance report.

STANDARDS:

As a minimum, extract information concerning:

1. Existing routes and their physical characteristics.

2. Distances between critical points.

3. Suitable rates of march for tactical daylight and motor blackout marches.

TRAINING

1. Route selection.

a. Every march plan is based on as complete and accurate a route reconnaissance as the time and situation permit. Maps and aerial reconnaissance support are valuable when selecting a route(s), but whenever practical, a ground reconnaissance should be conducted. (See Task: **Plan and conduct a route reconnaissance mission.**)

b. The S3 has primary unit staff responsibility for planning tactical troop movements. The S3 develops courses of action based on the commander's planning guidance, the mission, the tactical plan, weather, terrain, available transportation, enemy capabilities, and the disposition of his own forces. He studies and compares his own course of action to determine the route or combination of routes to use. In some cases, before he recommends the route(s) and the organization of the march, the S3 may wait for additional information from a reconnaissance party.

c. The S3 coordinates with the S2 for route intelligence and information to support his march planning. The S2 uses all available agencies and sources to obtain route information and intelligence. He supervises the route reconnaissance to supplement, confirm, or obtain information about possible routes and intelligence not available from existing sources.

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2. Route Reconnaissance Report.

a. Route Reconnaissance Planning. Reconnaissance instructions must be as detailed as possible and include exactly what information is to be obtained, the time by which the information is to be reported, where the information is to be reported, where the information is to be sought, action to be taken on enemy contact, and when the mission is to be executed. Essential details include:

(1) Pertinent known information of the enemy, friendly troops, and the area of operations.

(2) Proposed plans of higher commands, to include anticipated traffic flow along the route and types of vehicles to be employed.

(3) Specific information desired.

(4) Route or routes to be reconnoitered.

(5) When, where, and how information is to be reported.

(6) Time of departure.

(7) Appropriate control measures.

(8) Action to be taken when the mission is completed.

(9) Special equipment requirements.

b. Terrain Considerations. Factors of terrain which are important in route reconnaissance and require consideration when applicable are:

(1) Existing routes and their physical characteristics.

(2) Gradients and radii of curvature.

(3) Bridges.

(4) Vehicular fording, ferrying, and swimming sites.

(5) Tunnels, underpasses, and similar obstructions to traffic flow.

(6) Artificial obstacles such as areas of chemical, biological, and radiological contamination, road blocks, craters, and minefields.

(7) Rock falls and slide areas.

(8) Drainage.

(9) Other natural or manmade features, such as wooded and built-up areas, which may affect movement.

c. Specific items which the reconnaissance might be tasked to report include:

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(1) Recommended rates of march.

(2) Selection of start point (SP) and release point (RP) or confirmation of suitability of SP and RP selected by map reconnaissance.

(3) Location of critical points.

(4) Confirmation of location and suitability of the assembly or bivouac area.

(5) Road distance between critical points on the route and total road distance from the SP to RP.

(6) Location of obstacles and estimation of necessary men and equipment to repair and maintain routes. Recommended by pass routes as required.

(7) Number of guides and their location.

d. A type format for recording essential information extracted from the route reconnaissance report is shown in figure 1. An overlay report is useful and may be prepared by the reconnaissance element (See Task: **Prepare a Route Reconnaissance Overlay).** The report format and specific information included will normally be specified in the unit SOP and certainly will be indicated by the specific mission requirements.

ROUTE	KILOMETER FROM SP	SUITABLE RATE MOTOR BLACKOUT	REMARKS
SP; RJ 5th Div Rd - Super Highway	--	16 kmph	Bridge; hard surface; 2 guides
RJ Dexter - Simpson Road	3.40	16 kmph	Traffic light; 1 guide Simpson Rd; grade 1, poor traction when wet
RJ Dexter - Upton Roads	8.24	16 kmph	Traffic heavy; 2 guides; Dexter bear to right
RJ Dexter - Tony Roads	9.70	16 kmph	2 guides
RJ Dexter - Bradshaw Roads	11.50	16 kmph	2 guides
RJ Dexter - Logal Roads	13.30	16 kmph	2 guides
RJ Dexter - Yeager Roads	15.60	16 kmph	Traffic heavy; 2 guides
RP; RJ Yeager - RESA Roads	18.50	16 kmph	2 guides

Figure 1. Route reconnaissance format.

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3. Analyze Route Reconnaissance Report.

a. The S3 analyzes the reconnaissance report (figure 1), prior to making his final recommendation, to confirm and supplement route intelligence and data already available from existing sources. He analyzes the report for the data listed in paragraph 2 with emphasis on the information in paragraph 2c.

b. After checking and reviewing the report and coordination with other staff officers, the S3 presents the coordinated staff recommendation to the commander. After the commander's approval and during the development of detailed movement planning, the information obtained on the route reconnaissance will be used to:

(1) Determine and select a route(s).

(2) Determine the SP.

(3) Determine critical points enroute.

(4) Determine refueling and other scheduled halt areas.

(5) Determine rates of march.

(6) Determine total road distance and the RP.

TASK NUMBER: 071-11B-8177

REFERENCES:

FM 5-36, Route Reconnaissance and Classification
FM 55-30, Army Motor Transport Operations
FM 101-10-1, Staff Officer's Field Manual Organizational, Technical, and Logistical Data Unclassified Data

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TASK
PREPARE ROUTE OVERLAY/STRIP MAP (ANNEX TO UNIT MARCH ORDER).

EVALUATION

CONDITIONS:

During combat operations, CPX, FTX or peacetime contingency, given commander/S3 guidance, a prepared road movement graph, knowledge of overlay preparation, time available for preparation, overlay paper, tape, map of operational area, colored pencils (red, black, blue, green, yellow), #2 pencil, coordinate square, route data, grid references and current operation order (OPORD).

STANDARDS:

Within the time specified by the commander, the overlay/strip map must:

1. Be correctly identified by title and map reference data.

2. Contain correct classification marking and downgrading instructions if applicable.

3. Contain correct distribution instructions and proper authentication if applicable.

4. Show as a minimum, present location of units, route of march, critical points, and location of units in the new area.

TRAINING

1. ROUTE OVERLAY. The route overlay is a route diagram that shows the present location of units, the start point (SP), the route of march, control points, distances, release points (RP), and the location of units in the new area.

2. PLOTTING OF ROUTE.

a. Plot the present location(s) of unit(s). Use grid references and standard topographic or military symbols.

b. Plot the locations of the start point (SP) and release point (RP); label each by name.

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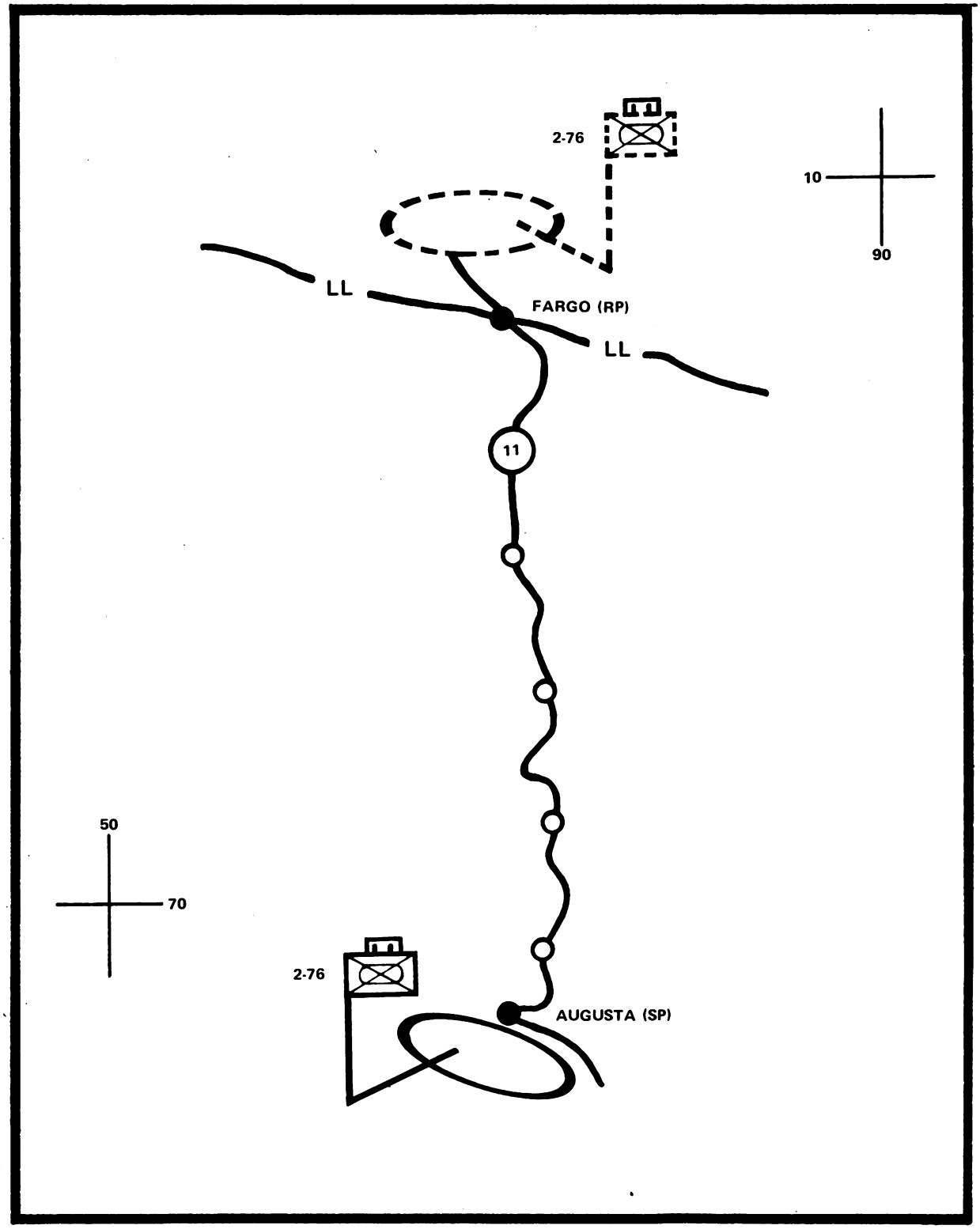

Figure 1. Route of March

2-XI-C-4.1

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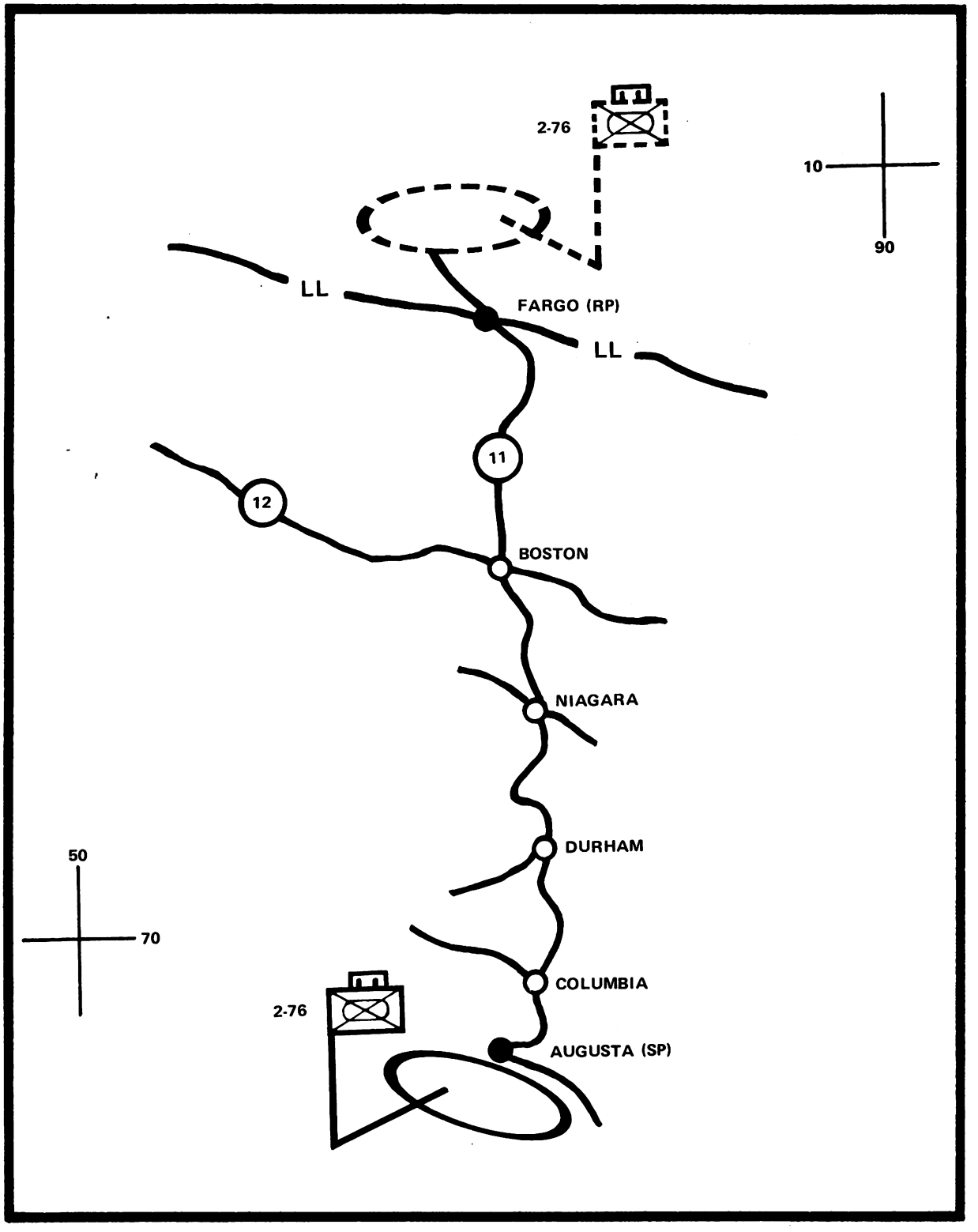

Figure 2. Route of March (cont')

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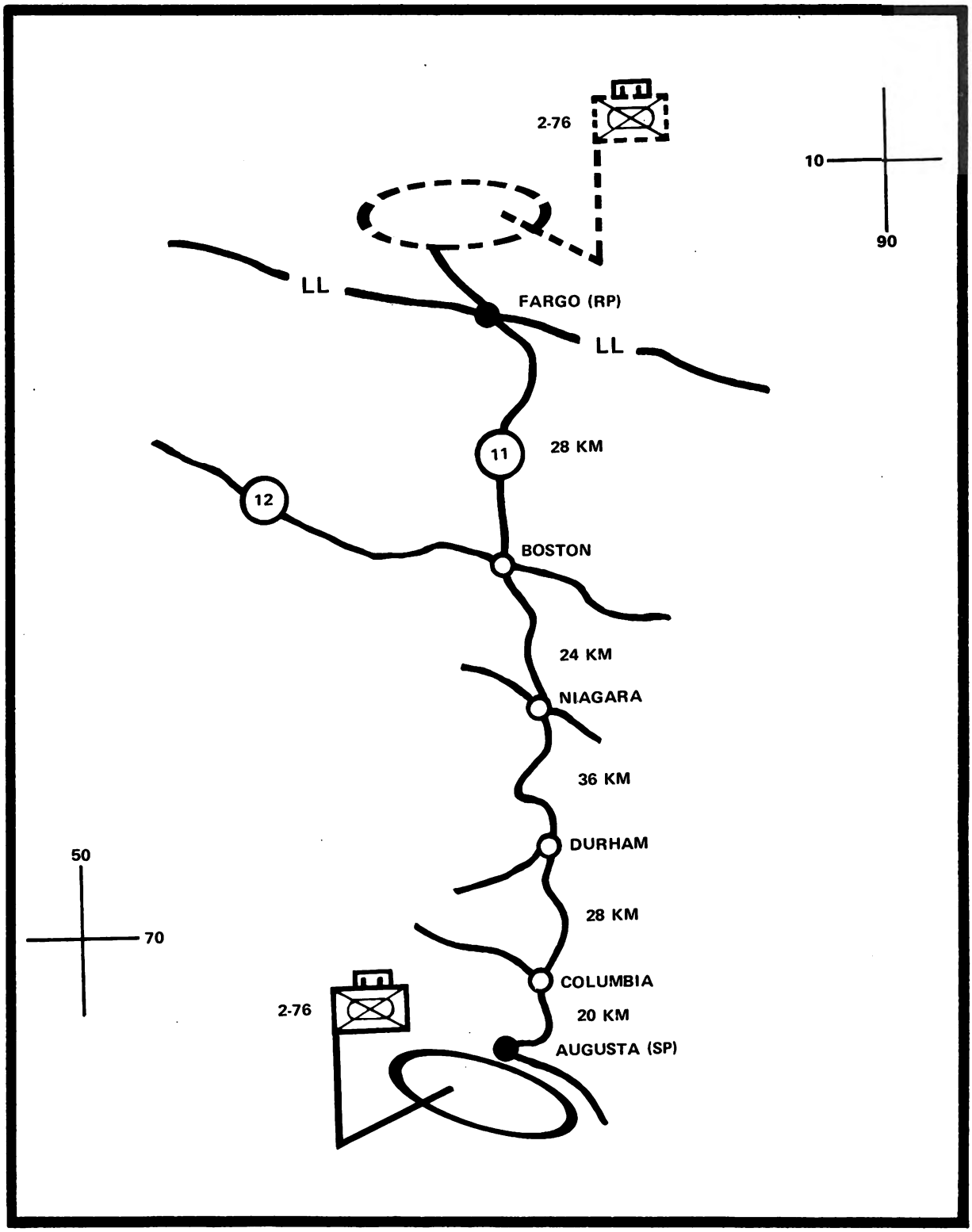

Figure 3. Route of March

2-XI-C-4.3

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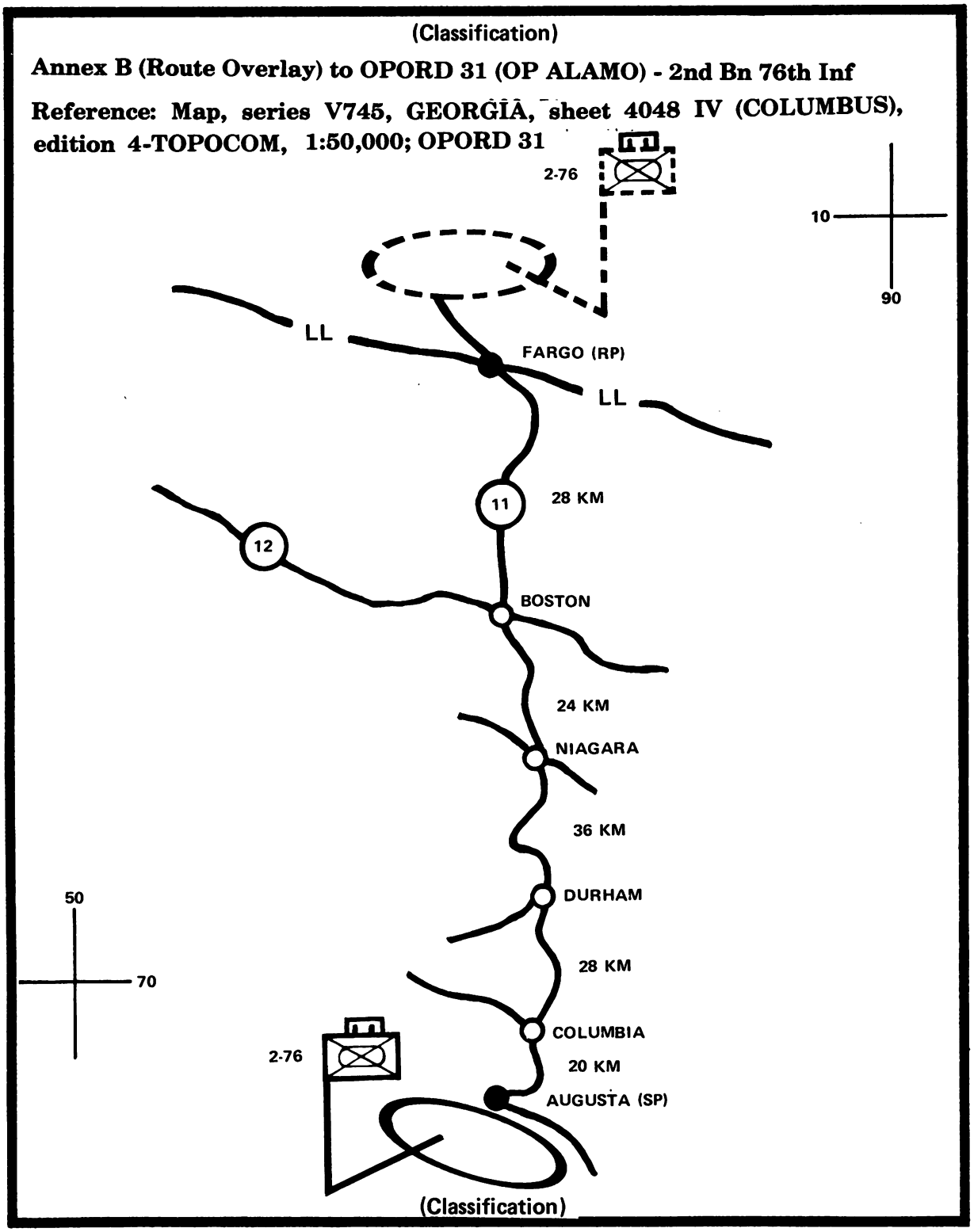

Figure 4. Annex (Route Overlay)

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c. Trace the route of march from start point (SP) to release point (RP). Label each route by name or number (see figure 1). Plot the proposed location of unit(s).

d. Plot designated critical points on the route of march between start point (SP) and release point (RP); trace all roads that intercept the route at critical points, control points, phase lines, and/or halts. Label (with a code name or number) any major highways that cross the route of march. Label critical points by designated names (see figure 2).

e. Starting at the SP, measure and write in the distance in kilometers between each critical point up to the RP (see figure 3).

3. OVERLAY HEADING.

a. Figure 4 shows an example of a completed route overlay (annex to OPORD). See task: **"Prepare an operation overlay,"** for the correct relationship of an overlay to the written portion of an operation order.

b. The security classification of the route overlay will be based on content and need not necessarily be the same as that of the road movement operation order. The route overlay will have security classification markings centered on the top and bottom of the overlay. For training purposes where no classification is valid, the word "classification" will be entered to reflect the requirement for security classification.

4. STRIP MAPS. Strip Maps are similar to route overlays (see figure 5). **The major difference is that the strip map is prepared by brigade or higher units** as an annex to the unit march order. The strip map depicts various routes used by subordinate units whereas the route overlay depicts a single route. **A secondary difference is that the strip map may be prepared either as an overlay or as a schematic of the map itself.** While the amount of detail included on a strip map will vary with the commander's guidance, the terrain, and situation, a route strip map is normally more detailed than the route overlay shown. A strip map will include as a minimum the current location of units, routes of march, critical points, landmarks, and route distances. Using units should reproduce strip maps in quantity and supply them to key personnel, particularly to vehicle commanders and route markers.

TASK NUMBER: 071-11B-8178

REFERENCES:

FM 21-26, Map Reading
FM 21-30, Military Symbols
FM 55-30, Army Motor Transport Operations
FM 101-10-1, Staff Officer's Field Manual, Organizational, Technical and Logistical Data Unclassified Data

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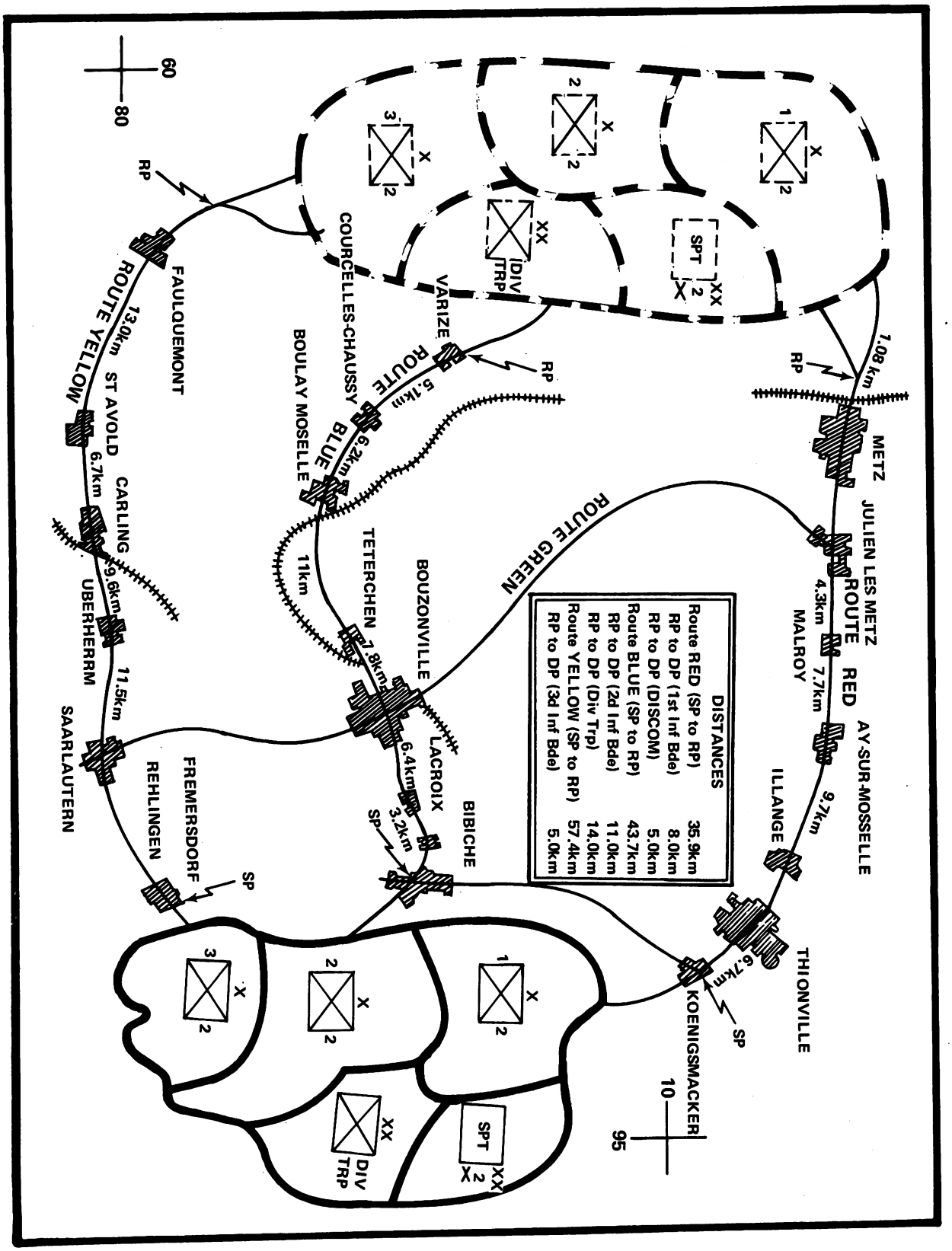
Figure 5. STRIP MAP.



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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE AIR MOVEMENT PLAN.

EVALUATION

CONDITIONS:

As an operations sergeant, given commander and/or S3 guidance, mission to be accomplished, subordinate units basic planning guides, pencil, type aircraft allocated/cargo carrying characteristics, type load worksheet format, air loading table format, personnel manifest format, air movement table format, and aircraft load summary.

STANDARDS:

As a minimum you must insure that:

1. All TOE equipment and all non-TOE equipment/material needed to accomplish the assigned mission is included in the loading plan.

2. The load is designed to facilitate the unloading of equipment/material in priority of need to accomplish the assigned mission.

3. Loading plan recognizes integrity of section/units.

4. Load is properly distributed by weight.

5. Vehicles do not exceed configurations and weight limitations for the type of aircraft specified for movement (if applicable).

TRAINING

1. Air Movement. A movement by air may be in conjunction with an airborne operation or may be an administrative move. The technical considerations for either a tactical or administrative air movement are generally the same. However, in an airborne operation the tactical plan is the overriding consideration. The air movement plan is formulated to conform to the tactical plan as far as practicable. In administrative air movements, efficient use of available airlift is usually paramount. The tactical and administrative aspects of air movement planning are contained in FM 57-1 and TM 55-450-15.

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2. Planning Considerations. The following planning considerations are used for joint airborne operations and airmobile operations.

a. **Mission.** The air movement plan must support the mission to be accomplished. This will affect the selection of troops, equipment, and supplies to be moved.

b. **Availability of Aircraft.** The number and type of aircraft available will affect the time required to complete the movement. The echelonment of the force will also depend on the aircraft available.

c. **Unit Integrity.** Whenever possible unit integrity should be maintained. In an airborne operation the task organization dictates maintaining tactical integrity. In administrative air movements, unit integrity is sacrificed in order to make maximum use of the allowable cargo load of each aircraft.

d. **Distribution of Key Personnel and Equipment.** Key personnel are distributed among the aircraft so that the loss of one aircraft does not destroy the command structure of a unit. Key items, such as crew-served weapons, command vehicles, and communications equipment are also distributed among different aircraft. This is referred to as "cross loading."

e. **Self-Sufficiency of Each Plan Load.** Whenever possible, every towed load is accompanied by its prime mover. Crews are loaded with their vehicles and crew-served weapons. Component parts accompany major items of equipment in the same aircraft. Ammunition is carried for each weapon. Sufficient personnel must accompany each aircraft to unload cargo at the destination.

f. **Full Use of Airlift Capability.** Each aircraft is loaded to take full advantage of its allowable cargo load, so far as is consistent with the mission.

3. Planning Steps.

a. **General Considerations.** Although the air movement plan should be based on tactical considerations, modifications are often necessary because of the type and number of aircraft available. In large scale operations, there are seldom sufficient aircraft to fly the entire force in one lift. Therefore, it is often necessary to airlift the force by shuttle movements. In order for the planning staff to determine aircraft requirements, information must be provided by subordinate units concerning the troops and equipment to be airlifted. For airborne operations, much of the planning is contained in the unit standing operating procedures (SOP).

b. **Organization.** Once the task organization has been established, the force is organized into assault, follow-up, and rear echelons based on the tactical plan.

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4. Weights of the Personnel.

a. For airmobile operations and tactical airlifts, the standard weights for individuals as shown below are used. These weights take into consideration the weight of the man plus his combat equipment and his share of TOE equipment that is hand-carried.

(1) Aircraft crewman - 200 pounds.

(2) Combat-equipped soldier - 240 pounds.

(3) Litter patient - 250 pounds.

(4) Parachutist - 260 pounds.

b. Each plane load is manifested. In airmobile operations, manifests should be kept as simple as possible. For example, the manifest could be a sheet from the squad leader's notebook listing the men and equipment loaded into his aircraft. In joint operations, the Army unit is responsible for manifesting its loads according to Air Force instructions. Local agreements may be made between the two services to use other types of manifests such as the automated printouts, addressograph sheets, load lists, or airline tickets.

5. Cargo Carrying Characteristics. Personnel responsible for preparing the loading plans for an air movement must be familiar with the types and characteristics of aircraft available. The aircraft cargo-carrying characteristics listed below must be considered in planning air moves.

a. Allowable cargo load.

b. Size and location of the cargo door.

c. Height of the cargo floor above the ground.

d. Size and shape of the cargo compartment and its limiting features.

e. Strength of the floor.

f. Location and strength of cargo tiedown fittings.

g. Location, number, and type of troop seats.

h. Forward and aft cargo center of gravity limits.

i. Organic loading aids available, e.g., ramps, winches, hoists, and elevators.

6. Gross Weight Limitations. One of the means for insuring that an aircraft is safe to fly is to control its gross weight. The maximum gross weight of an aircraft is governed either by the structural limitation of the airframe, or by performance. Two factors which affect the maximum gross weight are:

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a. **Meteorological Conditions.** The load-carrying capability of fixed wing aircraft and helicopters decreases with increases of altitude, humidity, and temperature.

b. **Departure and Arrival Airfield.** The length, condition, and altitude of the runway may limit the gross weight of an airplane. The runway may limit not only the takeoff weight at the departure airfield, but also the landing weight at the destination. The gross weight of helicopters may depend on the presence of cleared approaches to a landing site.

7. Allowable Cargo Load. The responsibility for computing the allowable cargo load of an aircraft is NOT that of the ground unit. The air movement planner is provided this information by the airlift unit, either Army aviation or the Air Force, as applicable. The planner must realize what factors affect allowable cargo loads, so that he may be flexible in his planning.

8. Determining Aircraft Requirement. There are three methods of determining aircraft requirement: weight, space, and type load method.

a. **Weight Method.**

(1) The weight method is used for **estimating aircraft requirements** to transport large amounts of supplies, general cargo, and personnel. This method is based on the assumption that total weight, not volume, is the determining factor.

(2) To compute the aircraft required, divide the gross weight of the cargo by the allowable cargo load of the aircraft to be used.

(3) Example: A planning officer is required to compute the number of C-130 aircraft needed to transport a task force on a particular mission. The announced allowable cargo load of each C-130 is 27,600 pounds. From the basic planning guides submitted by subordinate headquarters, a total troop and cargo weight of 1,256,868 pounds is computed. To determine the number of aircraft required, divide the total weight by the allowable cargo load:

$$\text{Number of C-130s needed} = \frac{1{,}256{,}868}{27{,}600} = 45.5 \text{ or } 46 \text{ C-130s.}$$

b. **Type load method.** This method requires consideration of the following:

(1) The principles of safe loading.

(2) The allowable cargo load, weight and balance characteristics, size of cargo compartment, and any special restrictions for each type aircraft to be used.

(3) Number and weight of personnel and equipment to be loaded.

(4) Weight and dimension data of items to be loaded.

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(5) In computing type loads and ascertaining limitations of certain loads, the best method is the use of scale-drawn templates of loads and floor diagrams. These assist the planner in determining possible arrangements of cargo and the effects of space limitations within a given cargo space. TM 55-450-15 contains floor plans of the cargo compartments for both Air Force and Army aircraft.

(6) Upon determination of the task organization and completion of the basic planning guide, the data on personnel and equipment is then translated into terms of aircraft loads. This is accomplished by establishing type loads composed of a specific number of troops and equipment and loading out the unit insofar as possible within these types. Once type loads have been developed, they must be coordinated and approved by representatives of the U.S. Air Force or U.S. Army airlift commander tasked to support the mission.

(a) By considering the above data and through the use of the type load worksheet, aircraft requirements for units can then be determined.

(b) Example: Determine the number of C-130 aircraft needed to transport a rifle company in an air landed mission. The announced allowable cargo load is 26,000 pounds.

1. The following items are to be moved: (Personnel and equipment in the advance party and follow-up echelon are not included.)

ITEM	WEIGHT (EACH)
186 Personnel	240 lbs
4 ea ¼-T Trk	3,073 lbs
6 ea ¼-T Tlr	1,065 lbs
3 ea ¾-T Trk	7,417 lbs
3 ea ¾-T Tlr	2,840 lbs
2 ea ¼-T Trk (TOW)	3,085 lbs
2 ea ¼-T Trk (MSL)	2,841 lbs
1 ea ¾-T Trk (Redeye)	7,417 lbs

NOTE: Figures include personnel and equipment of attachments accompanying the assault echelon.

2. Organize the items to be moved into type loads as follows:

C–130 Aircraft Type Loads
(ACL 26,000 lbs)

Type Load I (A–1)

29 Personnel	6,960 lbs
2 ea ¼-T Trk	6,146 lbs
2 ea ¼-T Tlr	2,130 lbs
	15,236 lbs

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Type Load II (A–2)

35 Personnel	8,400 lbs
1 ea ¼-T Trk	3,073 lbs
1 ea ¼-T Tlr	1,065 lbs
1 ea ¾-T Trk	7,417 lbs
1 ea ¾-T Tlr	2,840 lbs
	22,795 lbs

Type Load III (A–3)

33 Personnel	7,920 lbs
2 ea ¾-T Trk	14,834 lbs
1 ea ¾-T Tlr	2,840 lbs
	25,594 lbs

Type Load IV (A–4)

26 Personnel	6,240 lbs
1 ea ¼-T Trk (TOW)	3,085 lbs
1 ea ¼-T Trk (MSL)	2,841 lbs
1 ea ¼-T Tlr	1,065 lbs
	13,231 lbs

Type Load V (A–5)

28 Personnel	6,720 lbs
1 ea ¼-T Trk	3,073 lbs
1 ea ¼-T Tlr	1,065 lbs
1 ea ¾-T Trk	7,417 lbs
1 ea ¾-T Tlr	2,840 lbs
	21,115 lbs

Type Load VI (A–6)

35 Personnel	8,400 lbs
1 ea ¼-T Trk (TOW)	3,085 lbs
1 ea ¼-T Trk(MSL)	2,841 lbs
1 ea ¼-T Tlr	1,065 lbs
	15,391 lbs

3. By inspection, the number of C-130 aircraft required is:

Type I	1
Type II	1
Type III	1
Type IV	1
Type V	1
Type VI	1
Total	6

Therefore, six C–130's are required under the stated conditions.

NOTE: See figure 2 for an example of a type load worksheet.

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c. **Space Method.**

(1) The space method is a desirable method for rapidly computing aircraft requirements for small unit airmobile operations for personnel, weapons, ammunition, and vehicles since the process provides a safety factor. The majority of the computations remain constant and overall planning time is decreased.

(2) A space is defined as the weight of a fully combat-equipped soldier and is used as a denominator to convert the weight of major items of equipment and accompanying supplies into a common factor. A space is considered to be 240 pounds.

(3) In converting weight to spaces, consider only whole or half spaces by carrying fractions to the next higher half or whole space; for example, 10.1 = 10.5, 11.6 = 12.0.

(4) Convert major items of equipment such as vehicles, trailers, or heavy weapons into spaces by dividing the weight of each item by 240. If two or more items of the same type are to be transported, multiply the spaces required for a single item by the number of items. Convert additional assault supplies not carried by the individual soldier into spaces by dividing their total weight by 240.

(5) To determine the number of spaces each aircraft can provide, divide the allowable cargo load by 240. In converting allowable cargo loads to spaces, consider only half or whole spaces. Fractions will be reduced to the next lower half or whole space; for example, 22.8 = 22.5; 24.3 = 24.

Example: Determine the number of UH-1D/H helicopters required to lift the assault elements of a rifle company as shown on the planning worksheet.

		SUPPLIES		MAJOR ITEMS OF EQUIPMENT				
Unit	Persons	Weight	Spaces	Item	Weight (ea)	Spaces	No.	Total Spaces
Co A	150	2,000	8.5	¼-ton truck	2,780 lbs	12.0	5	60
				TOW w/4 missiles	389 lbs	2.0	2	4
				¼-ton trailer	1,065 lbs	4.5	3	13.5
TOTAL	150		8.5					77.5

Total Co A = 236 spaces.

Allowable cargo load, UH-1D, for 50 nautical mile radius = 2,600 lbs.

$\frac{2600}{240}$ = 10.8 or 10.5 spaces.

Aircraft required = $\frac{236}{10.5}$ = 22.5, or 23 helicopters required.

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(6) When using the space method insure that the weight of each piece of equipment is within the allowable cargo load of the aircraft to be used. For example, the ¼-ton truck cited above requires 12 spaces, but it cannot be transported by six UH-1D/H helicopters because of ACL limitations.

This reduces the helicopters required to 17 and requires you to find another means of transport for the 5 ¼-ton trucks.

9. Air Movement Planning Formats. The planning sequence for an air movement is as follows:

a. The basic planning guide is prepared at company level.

b. Basic planning guides are consolidated at battalion and higher level.

c. Aircraft requirements are determined, aircraft are requested, and allocated.

d. The air movement table, prepared jointly between the Air Force and Army, is distributed as part of the air movement annex to the battalion operation order.

e. Based on the air movement table, the type load worksheet, and the unit basic planning guide, the unit air loading table is prepared.

f. Personnel and cargo are manifested based on information found in the airloading table and then outloading begins.

10. Basic Planning Guide. The basic planning guide reflects the exact organization of the preparing unit in terms of personnel, vehicles, equipment, and supplies. It serves as a basis for preparation of a consolidated basic planning guide at higher headquarters. In its consolidated state, it serves as the basis for the preparation of type loads and initial determination by the weight method of aircraft requirements. It is initiated at company level and consolidated at battalion level and higher. Figure 1 is a sample basic planning guide for a rifle company including normal attachments.

11. Type Load Worksheet (figure 2).

a. Purpose. This worksheet is used at company or battalion level to organize the unit into plane-loads. It may be used either to determine aircraft requirements or to assist in allocating aircraft to subordinate units.

b. Explanation.

(1) Type loads are made up for each type aircraft, keeping within the announced allowable cargo load. If time and circumstances permit, these loads are identified with a Roman numeral for easy reference.

(2) From the basic planning guide, list all equipment, personnel, and cargo to be moved. List this information on the first line.

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(3) Select a type load and enter the appropriate number of personnel and items of equipment.

(4) Subtract line 2 from line 1 to keep a running balance of items to be loaded.

(5) Continue to organize type loads until the entire unit is loaded. A sum of the "Number of Aircraft" column gives the total number of aircraft required to lift the unit.

12. Air Movement Table (figure 3).

a. Purpose. The air movement table is prepared jointly by the combat unit and airlift commanders. Included as part of the operation order, it prescribes the allocation of the aircraft to the organization of the Army units to be lifted. It further designates the number and type of aircraft in each serial and specifies the departure site, time of loading, stations and takeoff times, and destination for each serial. It is the most complete time schedule for the air movement phase of the operation.

b. Explanation of the Air Movement Table.

(1) Heading. This gives the time period of the operation and the time zone of the times appearing in the body of the form.

(2) Column A through O are self-explanatory.

13. Air Loading Table (figure 4).

a. Purpose. This format is a data sheet used by Army unit commanders. It may be transmitted to the Air Force commander for information. The table lists the load that goes into each aircraft. Normally it is completed at company level and forwarded to battalion headquarters. Certain information that goes on it, such as the serial designation and airlift unit, is obtained from the air movement table.

b. Detailed Explanation of the Airloading Table.

(1) Heading. The headquarters of the unit preparing the format will complete the heading.

(2) Serial Number. The same serial number as given in the air movement table for the unit preparing the format.

(3) Airlift unit. The same as given in the air movement table.

(4) Chalk number of aircraft. A number is chalked on the aircraft at the departure site for identification purposes. All aircraft in each serial are numbered consecutively. If two or more serials are departing from the same departure site, the chalk numbers will run consecutively from the first aircraft in the first serial to the last aircraft in the last serial.

(5) Ground unit. The same as given in the air movement table.

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(6) Aircraft load. The items of equipment and the number of personnel loaded in the aircraft will be listed in this column.

(7) Remarks. The weight of equipment, personnel, and any notations to be made will be listed in this column.

14. Passenger manifest (figure 5). Purpose. The passenger (personnel) manifest is a record of each individual on the aircraft by name, rank, and social security number. It is based on the information contained in the airloading table. The senior Army member in each planeload is responsible for the accuracy of the manifest. A separate form is made for each aircraft, and copies normally are distributed as follows:

a. Aircraft commander.

b. Planeload commander.

c. Base operations.

d. Departure airfield control officer.

e. Arrival airfield control group.

15. Planning Worksheet (figure 6).

a. Planning worksheets are prepared at company level, as time permits, to facilitate air movement planning in airmobile operations. This form reflects troops and equipment to be airlifted and the number of spaces required to lift both. The aircraft requirements are determined by totaling the spaces required by the unit and dividing this total by the space capability of the aircraft being used.

(1) The planning worksheet is divided into the following parts:

(a) Heading. The heading identifies the unit preparing the form and may also contain information pertaining to the operation itself.

(b) Body. The body is divided into two sections which are the unit identification, personnel, and additional supplies section and the major items of equipment section.

1. Unit Identification, Personnel, and Additional Supplies Section:

Column Number 1. This column is used to identify the unit being transported.

Column Number 2. This column is used to identify the number of personnel being transported.

Column Numbers 3 and 4. The weight of additional supplies and the number of spaces required to transport these supplies are placed in these columns.

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BASIC PLANNING GUIDE	HEADQUARTERS								OPERATION									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ORGANIZATION	PERSONNEL								VEHICLES, EQUIPMENT, AND SUPPLY									REMARKS
	ASSAULT ECHELON				FOLLOW-UP ECHELON		REAR ECHELON	IN-EFFECTIVES	TYPE	ASSAULT ECHELON				FOLLOW-UP ECHELON		REAR ECHELON		
	PARACHUTE AIRDROP		AIRLAND							AIRDROP		AIRLAND						
	TOTAL NO	WT	TOTAL NO	WT	TOTAL NO	WT	TOTAL NO	TOTAL NO		NO	WT	NO	WT	NO	WT	NO	WT	
Co A, 1-66			167	40,800	2	480	None	None	¼ T Trk ¾ T Trk ¼ T Tlr ¾ T Tlr 2½ T Trk 1½ T Tlr			2 3 2 3	6,146 22,251 2,130 8,520	1 1	17,880 5,400	None	None	XO & driver w/ 1¼ T Trk and Tlr accompany adv party armorer & Co Clk in follow-up echelon
Attachments FO Tm, 1-45 FA			3	720					¼ T Trk ¼ T Trk			1 1	3,073 1,065					
FO Tm, 4.2-in Mort			2	480					¼ T Trk ¼ T Trk			1 1	3,073 1,065					
AT Sqd			8	1,920					¼ T Trk (TOW) ¼ T Trk (MSL) ¼ T Tlr			2 2 2	6,170 5,642 2,130					
Redeye Tm			2	480					¾ T Trk			1	7,417					
Co Mess Tm					7	1,680			2½ T Trk 1½ T Tlr					1 1	17,880 5,400			Co mess team in follow-up echelon
Co Aidmen			4	960														
TOTALS			186	44,640	9	2,160						21	68,682	4	46,560			

Figure 1. Basic Planning Guide.

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TYPE LOAD WORKSHEET			HEADQUARTERS: 1st Bn, 66th Inf Schofield Barracks, Hawaii								OPERATION						DATE			
TYPE LOAD	PERS	CARGO	VEHICLES								TRAILERS						OTHER			NUMBER OF AIR-CRAFT
			¼ T	¾ T	2½ T	5 T					¼ T	¾ T	1½ T	1½ TW			¼ TW TOW	¼ T TOW MSL	¾ T Red-eye	
	186		4	3	2	0					6	3	1	1			2	2	1	
I	29		2	0		0					2	0					0	0	0	1
	157		2	3		0					4	3					2	2	1	
II	35		1	1		0					1	1					0	0	0	1
	122		1	2		0					3	2					2	2	1	
III	33		0	1		0					0	1					0	0	1	1
	89		1	1		0					3	1					2	2	0	
IV	26		0	0		0					1	0					1	1	0	1
	63		1	1		0					2	1					1	1	0	
V	28		1	1		0					1	1					0	0	0	1
	35		0	0		0					1	0					1	1	0	
VI	35		0	0		0					1	0					1	1	0	1

TOTAL ACFT REQ: 6

Figure 2. Type Load Worksheet.

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(Classification)

Appendix 1 (Air Movement Table) to Annex E (Air Movement) to OPLAN ESSEX

Reference: OPLAN ESSEX

Time Zone Used Throughout the Plan: ZULU

Copy No__of__copies
1-66 Inf
Fort Benning, Georgia 31905
051400 Feb 73
EEL

TRANSPORTING UNITS							TRANSPORTED UNITS							
Serial Nr A	De-parture B	Chalk Nr C	Airlift Unit(s) D	Serial Cdr E	Nr & Type Aircraft F	Payload Available G	Employ-ment H	Unit To Be Loaded I	Serial Cdr J	Time Loading Begins(Z) K	Station Time L	Take-Off Time M	Destination DZ/LZ ETA N	Remarks O
1	0255	H-1	61st TASS	COL Canyon	C-141	60,000	Airland	HHC	COL Eagle	0130	0230	0250	LZ W 0502	
"	"	H-2	"	"	"	"	"	"	"	"	"	"	"	
"	"	H-3	"	"	"	"	"	"	"	"	"	"	"	
"	"	H-4	"	"	"	"	"	"	"	"	"	"	"	
"	"	H-5	"	"	"	"	"	"	"	"	"	"	"	
1	0255	A-1	61st TASS	COL Canyon	C-130	35,000	Airland	Co A	COL Eagle	0130	0230	0250	LZ W 0520	
"	"	A-2	"	"	"	"	"	"	"	"	"	"	"	
"	"	A-3	"	"	"	"	"	"	"	"	"	"	"	
"	"	A-4	"	"	"	"	"	"	"	"	"	"	"	
"	"	A-5	"	"	"	"	"	"	"	"	"	"	"	
"	"	A-6	"	"	"	"	"	"	"	"	"	"	"	

Continued

(Classification)

Figure 3. Air Movement Table (TM 55-450-15).

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AIRLOADING TABLE				HEADQUARTERS: Co A, 1-66 Inf	
Inclosure 1 (Airloading Table) to Appendix 2 (Loading Plan) to Annex E (Air Movement Plan) to OPLAN ESSEX				PLACE: Fort Benning, Georgia	
DEPARTURE AIRFIELD: A-101				DATE:	
LOADING BEGINS 0130Z D+1				STATION TIME: 0235z D-1	
SERIAL NR	AF UNIT	ACFT CHALK NR	ARMY UNIT	ASSAULT ACFT LOADED WITH	REMARKS, INCLUDING SP EQUIP NEEDED FOR LOADING AND TOTAL PAYLOAD
1	61st TASS	A -1	A/1-66	29 Personnel 2 ea ¼ T Trk 2 ea ¼ T Tlr	Personnel (9) Co Hq: Cdr, RTO, Comm Ch, Rad Mech, Wireman, Aidman, Arty FO, Recon Sgt, Recon RTO (5) 1st Plt: Plt Ldr, RTO, 81-mm FO & RTO, Aidman (10) 1 Rif Sqd (5) AT gunner, asst gunner, MG gunner, asst MG gunner, ammo bearer Vehicles Co Hq: 1 ea ¼ T Trk w/Tlr Arty FO: 1 ea ¼ T Trk w/Tlr TOTAL PAYLOAD: 15,236 lbs
		A - 2	A/1-66	25 Personnel 1 ea ¼ T Trk w/Tlr 1 ea ¾ T Trk w/Tlr	Personnel (1) 1st Plt: Plt Sgt (20) 2 Rif Sqd (6) Wpn Sqd Ldr, AT gunner, asst gunner, MG gunner, asst gunner, ammo bearer (8) Mort Plt: Plt Ldr, RTO, FDC, 1 81-mm Mort Sqd Vehicles Mort Plt: 1 ea ¼ T Trk w/Tlr 1 ea ¾ T Trk w/Tlr TOTAL PAYLOAD: 22,795 lbs
		A - 3	A/1-66	33 Personnel 2 ea ¾ T Trk 1 ea ¾ T Tlr	Personnel (5) 2d Plt: Plt Ldr, RTO, 81-mm Mort FO & RTO, Aidman (20) 2 Rif Sqd (6) Mort Plt: FDC, 1 81-mm Mort Sqd (2) Redeye Vehicles Mort Plt: 1 ea ¾ T Trk w/Tlr Redeye: 1 ea ¾ T Trk TOTAL PAYLOAD: 25,594 lbs

Figure 4. Airloading Table.

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PASSENGER MANIFEST	(Check applicable box) NONREVENUE	REVENUE	1. CARRIER MAC	2. AIRCRAFT NO. C-124/0502

3. ORIGIN	4. DESTINATION (Name and location)	5. MANIFEST NO.	6. TRIP NO. AND DATE	7. CABIN ATTENDANT
Pope AFB	Travis AFB	2	4419 1 Jan	

8. MANIFEST

LINE NO	GRADE OR TITLE A.	U.S. ARMED FORCES PASSENGERS (Name and AFSN or SSAN) U.S. CIVILIANS AND FOREIGN NATIONALS (Name-Last, First, M.I.- and Passport No.) B.	CHECKED BAGGAGE PIECES C.	CHECKED BAGGAGE WEIGHT D.	PASSENGER WEIGHT PLUS CABIN BAGGAGE E.	AUTHORITY AND/OR PRIORITY IDENTIFICATION (HQS., Order No., and Date) F.
1	SSG	DOE, JOHN M 260932563			300	405th TFW
2	MAJ	JONES, FRANK W 732484290			300	405th TFW
3	LTC	ROE, THOMAS T 402079044			285	HQ USSTRICOM
4	SN	SMITH, LLOYD A 322060728			285	AIRANTISUBRON 11
5	SP6	GREEN, ROBERT N 194786112			300	HQ 107 AIRBORNE DIV
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
		TOTALS			1470	TOTAL WEIGHT PASSENGERS AND ALL BAGGAGE 1470

9. ALL PASSENGERS AND BAGGAGE LISTED ON THIS MANIFEST HAVE BEEN LOADED

DATE	MANIFEST PREPARED BY (Typed name, grade, title)	SIGNATURE OF LOADING SUPERVISOR
1 JAN 68	BROWN, PAUL M., SSG	

10. ALL PASSENGERS AND BAGGAGE LISTED ON THIS MANIFEST HAVE BEEN RECEIVED EXCEPT AS NOTED ON THE REPORT

DATE	PRINTED NAME, GRADE OR TITLE OF UNLOADING SUPERVISOR	SIGNATURE

AF FORM 96 APR 68

REPLACES AF FORM 96, OCT 63, WHICH WILL BE USED UNTIL 30 JUN 69

Figure 5. Passenger Manifest (TM 55-450-15).

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PLANNING WORKSHEET		HEADQUARTERS					OPERATION			DATE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
UNIT	PERSONNEL	ADDITIONAL SUPPLIES		MAJOR ITEMS OF EQUIPMENT					TOTAL SPACES EA UNIT (TOTAL COL 2, 4, 9)	REMARKS
		Weight lbs	Spaces	Item	Weight lbs	Spaces (ea)	Nr of Items	Total Spaces		
B/1-66	185 (Includes attachments) Note 1	4566	19	¼-T Trk w/AN/VRC-125	2357	10.0	1	10.0		Wpns Plt Ldr veh. Wt includes radio.
				¼-T Trk w/AN/VRC-47	2408	10.5	2	21.0		Cdr & XO vehs. Wt includes radio.
				¼-T Trk w/AN/VRC-46 AN/VRC-125	2462	10.5	1	10.5		Arty FO Tm veh. Wt includes radios.
				¼-T Trk w/AN/VRC-46 AN/VRC-24 & AN/GRC-19	2714	11.5	1	11.5		TACP. Wt includes radios.
				¼-T Trk, Amb	2963	12.5	1	12.5		
				¼-T Trk for TOW	2696	11.5	2	23.0		Wt does not include rifle.
				TOW w/4 Missiles	389	2.0	2	4.0		Wt includes grd mount.
TOTALS	185		19					92.5	296.5	

NOTES:
1. The following personnel were left with the battalion:
   XO — Co Clk
   Supply Sergeant — Rad-Tel Opr
   Armorer
2. 81-mm mortar section will use the XO's vehicle.

$$\frac{ACL}{240} = \frac{3000}{240} = 12.5 \text{ spaces per helicopter}$$

$$\frac{\text{Total Unit Spaces}}{\text{Spaces/helicopter}} = \frac{296.5}{12.5} = \begin{matrix}23.9 \text{ or } 24 \text{ UH-1D/H} \\ \text{Helicopters to} \\ \text{lift B/1-66}\end{matrix}$$

Figure 6. Planning Worksheet.

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LOAD	C-119 *L443 W 110 H 96	C-123 L W H	C-130 L496 W 120 H 109	C-124 L924 W 135 H 139	C-141 L840 W 123 H 109	C-5A L1736 W 228 H 162	CARIBOU CV-2 L345 W 735 H 75	CHINOOK CH-47 L366 W 90 H 78
Parachutists	42	46	64	112	123	**75	24	24
Air Landed Personnel	62	60	92	200	154	***270	32	33
Trk ¼-T	3 Trks	3 Trks	4 Trks	12 Trks	6 Trks	–	1 Trk	2 Trks
Trk ¼-T w/Tlr	2 Trks, 2 Tlrs	3 Trks, 3 Tlrs	3 Trks 3 Tlrs	8 Trks, 8 Tlrs	4 Trks, 3 Tlrs	–	1 Trk, 1 Tlr	2 Trks, 2 Tlrs
Trk ¾-T	2 Trks	2 Trks	2 Trks	4 Trks	4 Trks	–	–	1 Trk
Trk ¾-T wT Tlr	1 Trk, 1 Tlr	1 Trk, 1 Tlr	2 Trks, 2 Tlrs	3 Trks, 3 Tlrs	3 Trks, 2 Tlrs	–	–	1 Trk
Misc ¾-T Loads	1 Trk w/How 105-mm	1 Trk w/How 105-mm	–	–	2 Trks w/How 105-mm	–	–	–
Trk 2½-T w/Tlr	1 Trk, 1 Tlr	1 Trk, 1 Tlr	1 Trk, 1 Tlr	2 Trks, 2 Tlrs	2 Trks, 2 Tlrs	–	–	–
Misc Loads	Combination Not Loadable	Combination Not Loadable	1 Trk 5-T 1 How 155-mm	2 Trks, 2 How 105-mm	2 5-T Trks	–	–	–
	1 How 155-mm	1 How 155-mm	1 Trk 2½-T 1 How 105-mm	1 Trk 5-T 1 How 105-mm	–	–	–	–
	1 AN/GRC-26 (Mod)	1 AN/GRC-26 (Mod)	1 AN/GRC-26 (Mod) 1 Trk ¾-T	1 AN/GRC-26 1 Trk 2½-T	–	–	–	–
	1 Tractor D6	1 Tractor D6	1 Tractor D6	1 Tractor D7 1 Tractor D4	–	–	–	–
	2 AN/GRC-46	2 AN/GRC-46		2 Shop Vans 2 Tlrs 1½-T	–	–	–	–
			8-Inch Howitzer	8-Inch Howitzer	–	–	–	–

*Cargo compartment size in inches.
**Under development, 73 seats available in troop compartment.
***Aft facing paletized seat kit.

Figure 7. Aircraft Load Summary.

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2. Major items of equipment section:

Columns 5 through 7. These columns are used for major items of equipment. Column 5 is used to give the exact description of the major item of equipment being transported. Column 6 is used to give the exact weight of each of the items described in Column 5. Column 7 is used to reflect the exact number of spaces necessary to transport each piece of equipment described in Column 5.

Column Number 8. This column reflects the NUMBER of items in Column 5 that are to be airlifted.

Column Number 9. This column reflects the total spaces required to transport all of the items described in Column 5.

16. Aircraft Load Summary (figure 7). List of aircrafts/personnel and equipment capabilities.

TASK NUMBER: 071-11B-8140

REFERENCES:

FM 55-13, Air Transport of Supplies and Equipment: Standard Loads in Air Force C-5 Aircraft
FM 55-15, Transportation Reference Data
FM 57-1, US Army/US Air Force Doctrine for Airborne Operations
TM 55-12, Movement of Army Units in Air Force Aircraft
TM 55-450-15, Airmovement of Troops and Equipment (Non Tactical)

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TASK
PLAN/REQUEST PREPLANNED CLOSE AIR SUPPORT.

EVALUATION

CONDITIONS:

During battalion combat operations, CPX or FTX, given a map of operational area, an overlay with approximately five targets suitable for airstrikes and 15 more suitable for attack by organic or supporting indirect fires, available fire support (1-FA Battery, 9 81-mm mortars, 4 4.2-inch mortars, close air support sorties allotted to parent battalion), battalion OPLAN/OPORD, scheme of maneuver and Joint Tactical Airstrike Request Forms.

STANDARDS:

As a minimum, preplanned close air request must:

1. Only be requested to attack targets that are not capable of being neutralized or detroyed by organic/supporting indirect fire support or armed helicopters.

2. Be requested within time specified by tactical SOP of OPLAN/OPORD.

3. Include requester's identification, request type, priority, target time, target location, target description, and final control.

TRAINING

1. Preplanned missions are those for which the target has been selected in advance allowing complete planning and preparation prior to execution. The preplanned mission can be integrated into the fire support plan and can be scheduled for timely execution which will best support a given operation.

a. Close Air Support Targets. Close air support target selection is oriented towards short ranged and relatively impromptu operations. The targets are developed during the course of battle and selected for attack

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within 24 hours. The variety of close air support targets is infinite, and the effectiveness with which tactical air can strike them is contingent upon several variables, including the target composition and disposition, weather, weapons, time available, proximity to friendly forces, etc.

b. Target Selection.

(1) The general principle is to select those targets for preplanned airstrikes which are beyond the reasonable capability of available ground force weapons.

(2) In determining whether ground targets are suitable for preplanned air attack, certain factors must be considered.

(a) Capabilities of organic weapons. Ground targets are normally engaged at the lowest echelon having weapons available which can achieve effective results. Therefore, commanders at each echelon must consider the capability of organic, attached and supporting weapons available to them prior to requesting close air support. There must be good reasons for not using available weapons such as armed helicopters, artillery, mortars, rockets, etc., to achieve the desired result on the target.

(b) Armament capabilities. Armament capability of close air support is varied (napalm, rockets, SMART bombs, etc.) and its effectiveness would depend on the tactical conditions and nature of the target. In considering the use of close air support, the ground commander takes into account the type of armament usually carried by such aircraft and the suitability of its employment for the task involved. The ground commander need not specify the armament to be employed. However, a detailed target description, location of friendly forces, and results desired are necessary for proper evaluation by higher echelons and determination by the Air Force as to the actual armament load to be used.

(c) Time. Time is an important factor with respect to urgency of the desired results. Considering the time it could reasonably be expected to take to get an air strike on a target, the ground commander must determine if his mission, the tactical situation, and the nature of the target warrants accepting the delay. Even when other conditions may indicate the suitability of an air strike, the factor of time may preclude its use and dictate employment of other means.

2. Processing Tactical Air Support Requests.

a. Preplanned close air support requests are forwarded through Army channels, moving progressively upward through each level until they reach the senior tactical operations center (TOC). These are then passed to the tactical air control center (TACC) as an Army requirement for fulfillment (see figure 1).

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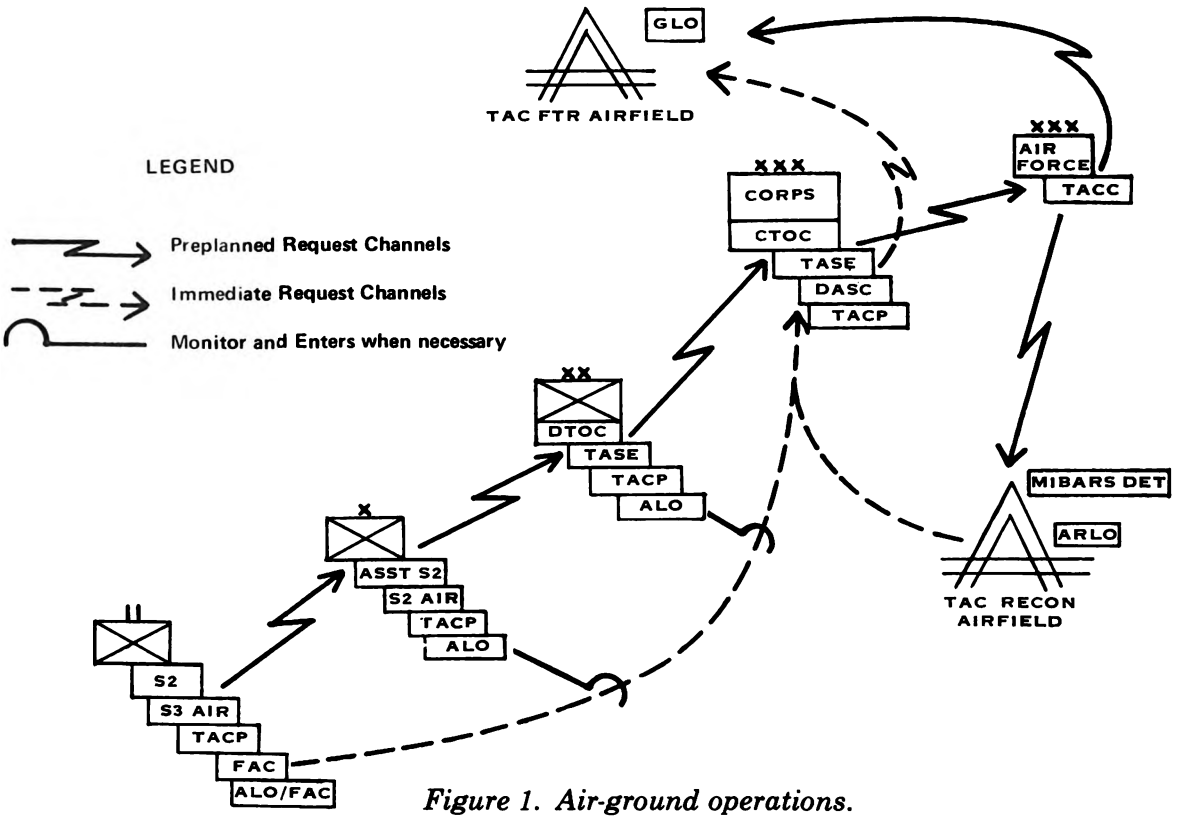

Figure 1. Air-ground operations.

b. Fire support coordination. To insure coordination of all means of fire support, requests for preplanned air support are closely coordinated with the Fire Support Coordinator or Fire Support Coordination Element at each level of command.

c. Essential elements of a close air support request. A preplanned request for close air support contains sufficient detail to permit each Army echelon concerned to determine the suitability of air or select other means to be employed. As a minimum, it includes:

(1) Requester's identification/request number.

(2) Request type and priority.

(3) Target type.

(4) Target location.

(5) Target time.

(6) Final control.

3. Request Forms. Request forms for close air support may vary from command to command, but the essential information contained remains unchanged (see figure 2). Each block is numbered for ease of transmission.

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INSTRUCTIONS FOR USE OF THE JOINT TACTICAL AIR STRIKE REQUEST FORM

SECTION I - (MISSION REQUEST)

Title and Element(s)		Explanation
Line 1.	Unit called (Identifier)	1. Identifies the unit called by unit designation/call sign/ preassigned number.
	This is (Identifier)	Identifies the request originator by unit designation/ call sign/preassigned number.
	Request number	Indicates the originator's request number in series.
	Sent	Indicates the time and the individual who transmitted the request.
Line 2.		2.
	A. Precedence	A. For preplanned requests, indicates the requester's assignment relative to his other requests stated numerically in descending order of importance.
	B & C	B & C. Use numerical designation below to define the tactical situation for preplanned (B) or immediate (C) request.

Priority--It is the responsibility of the requester to establish the priority. The categories of mission priority are:

Priority No.	Priority	Definition
1	Emergency	Targets which require immediate action and precedence over all other categories of mission priority.
2	Priority	Targets which require immediate action and take precedence over routine targets.
3	Routine	Targets of opportunity, targets which do not demand urgency in execution.

	Received	Indicates the time and the individual who received the request.
Line 3.	Target is/Number of	3. Describes the type, approximate size, and mobility of the target to be attacked.
Line 4.	Target Location is	4. Locates the target by using the military grid reference system prescribed for the area concerned.
	A. Coordinates	A. Locates a point target or starting point.
	B. Coordinates	B. When used in conjunction with A, provides from ____to____coordinates.
	C. Coordinates	C. When used in conjunction with A and B, provides a route.
	D. Coordinates	D. When used in conjunction with A through C, provides a route or describes a target area.
	E. Target Elevation	E. Target elevation in feet above sea level.
	F. Sheet No. _____	F. Self-explanatory.

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Title and Element(s)		Explanation
	G. Series _____	G. Self-explanatory
	H. Chart No.	H. Self-explanatory
	Checked	Indicates with whom target information has been cross-checked.
Line 5.	Target Time/Date	5. Indicates the time/date when the airstrike is requested.
	A. ASAP	A. As soon as possible.
	B. NLT	B. The target is to be attacked before, but not later than the time indicated.
	C. At	C. Indicates time at which target is to be attacked.
	D. To	D. Denotes a period of time in which support such as airborne alert or column cover is required. When used with Item C, use of Item B is unnecessary.
Line 6.	Desired Ordnance/results	6. Indicates the requester's desired ordnance airstrike results.
	A. Ordnance	A. Self-explanatory
	B. Destroy	B. Self-explanatory
	C. Neutralize	C. Self-explanatory
	D. Harass/Interdict	D. Self-explanatory
Line 7.	Final Control	7. Identifies the final controller (FAC, radar beacon FAC (RABFAC), TAC(A), ASRT who will conduct the attack briefing and control the release of ordnance.
	A. FAC, TAC(A)	A. Self-explanatory
	B. Call sign	B. Self-explanatory
	C. Freq--Pri/Sec	C. Self-explanatory
	D. ASRT/RABFAC	D. Self-explanatory
	E. Freq--Pri/Sec	E. Self-explanatory
	F. Fix/Cont Pt	F. Military grid coordinates or navigational aid fix of a control point which is the furthest limit of an attack aircraft's route of flight prior to control by the final controller.
Line 8.	Remarks	8. Allows for the incorporation of other essential information not provided for in the request format.
	Acknowledged Bde/Regt Division Other	Acknowledged indicates that the request has been copied for concurrence at brigade/regiment, division, and higher echelon. (Applies only to requests by ground forces.)

NOTE: This block may not apply to air interdiction missions.

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SECTION II (COORDINATION)

Title and Element(s)	Explanation
Line 9. NGF	9. Naval gunfire coordination
Line 10. ARTY	10. Artillery coordination
Line 11. AIO/G-2/G-3	11. Air Intelligence Officer, G2, G3, or other Service equivalent coordination.
Line 12. Request	12. Indicates the approval or disapproval of the request.
A. Approved	
B. Disapproved	
Line 13. By	13. Indicates the individual who approved or disapproved the request.
Line 14. Reason for disapproval	14. Self-explanatory
Line 15. Restrictive Fire/Air Plan	15. Safety measures for friendly aircraft. The restrictive fire plan establishes airspace that is reasonably safe from friendly, surface-delivered, nonnuclear fires. The restrictive air plan provides a warning to aircraft of the parameters of surface-delivered fire in a specific area. A plan number is issued, as appropriate. The plan should be identified as "Fire" or "Air."
A. Is not	
B. Number	
Line 16. Is in Effect	16. Establishes the time period that the applicable plan will be in effect.
A. From time	
B. To time	
Line 17. Location	
A. From--coordinates	A. Military grid coordinates by bearing and distances a known navigation aid.
B. To--coordinates	
Line 18. Width (meters)--from either side of the centerline defined by the above coordinates. (May not apply to the restrictive air plan.)	
Line 19. Altitude/VERTEX (use subitem A for VERTEX only entry)	
A. Maximum/VERTEX	Given in mean sea level (MSL) altitude; altitude above sea level.
B. Minimum	

SECTION III (MISSION DATA)

Line 20. Mission Number	20. Indicates mission number
Line 21. Call sign	21. Flight call sign of mission aircraft
Line 22. No. and Type Aircraft	22. Self-explanatory
Line 23. Ordnance	23. Type of ordnance either by code number or actual nomenclature
Line 24. Est/Act Takeoff	24. Estimated or actual time the mission aircraft will take off

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Title and Elements	Explanation
Line 25. Est TOT	25. Estimate time on target
Line 26. Cont Pt/RDNVS (Coord/ NAVAID FIX)	26. The furthest limit of the attack aircraft's route of flight prior to control by the final controller. It should be the same as Line 7, Item F, when designated in the request.
Line 27. Initial Contact	27. Indicates the initial control agency the flight is to contact.
Line 28. FAC/ASRT/TAC(A) Call Sign Freq	28. Call sign of final control agency and frequency.
Line 29. Restrictive Fire/Air Plan--see 15-19	29. Refer to Blocks 15 through 19 for this data.
Line 30. Tgt Description	30. Self-explanatory
Line 31. Tgt Coord/Elev	31. Self-explanatory

NOTE: Section III mission data information transmitted to the requesting agency may be limited to those items not included in the request.

4. The Air Fire Plan.

a. Details of close air support may be disseminated by the following means:

(1) Oral instructions.

(2) The Fire Support Annex to an operation order.

(3) The Air Fire Support Appendix to a Fire Support Annex.

b. The demands of each particular situation and the amount of detail of air support matters will be determining factors in the selection of the medium to be used.

TASK NUMBER: 071-11B-8130

REFERENCE:

FM 100-26, The Air-Ground Operations System

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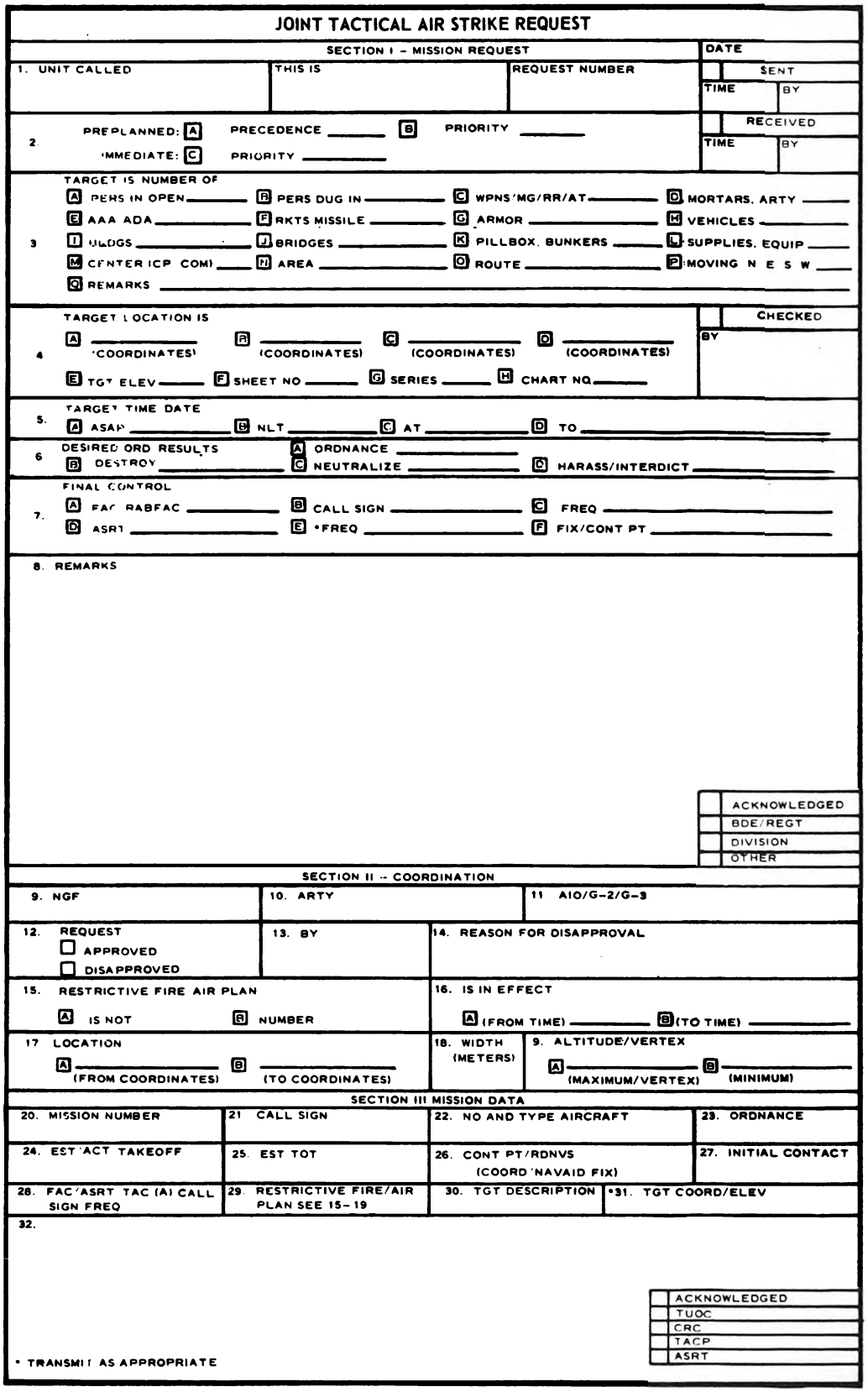

JOINT TACTICAL AIR STRIKE REQUEST

SECTION I – MISSION REQUEST

DATE

1. UNIT CALLED | THIS IS | REQUEST NUMBER | SENT | TIME | BY

2. PREPLANNED: [A] PRECEDENCE ____ [B] PRIORITY ____
IMMEDIATE: [C] PRIORITY ____
RECEIVED | TIME | BY

3. TARGET IS NUMBER OF
[A] PERS IN OPEN ____ [B] PERS DUG IN ____ [C] WPNS/MG/RR/AT ____ [D] MORTARS, ARTY ____
[E] AAA ADA ____ [F] RKTS MISSILE ____ [G] ARMOR ____ [H] VEHICLES ____
[I] BLDGS ____ [J] BRIDGES ____ [K] PILLBOX, BUNKERS ____ [L] SUPPLIES, EQUIP ____
[M] CENTER (CP COM) ____ [N] AREA ____ [O] ROUTE ____ [P] MOVING N E S W ____
[Q] REMARKS ____

4. TARGET LOCATION IS
[A] ____ (COORDINATES) [B] ____ (COORDINATES) [C] ____ (COORDINATES) [D] ____ (COORDINATES)
[E] TGT ELEV ____ [F] SHEET NO ____ [G] SERIES ____ [H] CHART NO ____
CHECKED | BY

5. TARGET TIME DATE
[A] ASAP ____ [B] NLT ____ [C] AT ____ [D] TO ____

6. DESIRED ORD RESULTS
[A] ORDNANCE ____
[B] DESTROY ____ [C] NEUTRALIZE ____ [D] HARASS/INTERDICT ____

7. FINAL CONTROL
[A] FAC RABFAC ____ [B] CALL SIGN ____ [C] FREQ ____
[D] ASRT ____ [E] *FREQ ____ [F] FIX/CONT PT ____

8. REMARKS

ACKNOWLEDGED
BDE/REGT
DIVISION
OTHER

SECTION II – COORDINATION

9. NGF | 10. ARTY | 11 AIO/G-2/G-3

12. REQUEST ☐ APPROVED ☐ DISAPPROVED | 13. BY | 14. REASON FOR DISAPPROVAL

15. RESTRICTIVE FIRE AIR PLAN [A] IS NOT [B] NUMBER | 16. IS IN EFFECT [A] (FROM TIME) ____ [B] (TO TIME) ____

17 LOCATION [A] ____ (FROM COORDINATES) [B] ____ (TO COORDINATES) | 18. WIDTH (METERS) | 9. ALTITUDE/VERTEX [A] ____ (MAXIMUM/VERTEX) [B] ____ (MINIMUM)

SECTION III MISSION DATA

20. MISSION NUMBER	21 CALL SIGN	22. NO AND TYPE AIRCRAFT	23. ORDNANCE
24. EST ACT TAKEOFF	25. EST TOT	26. CONT PT/RDNVS (COORD NAVAID FIX)	27. INITIAL CONTACT
28. FAC/ASRT TAC (A) CALL SIGN FREQ	29. RESTRICTIVE FIRE/AIR PLAN SEE 15–19	30. TGT DESCRIPTION	*31. TGT COORD/ELEV

32.

ACKNOWLEDGED
TUOC
CRC
TACP
ASRT

* TRANSMIT AS APPROPRIATE

Figure 2.

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TASK
RELAY REQUEST FOR IMMEDIATE CLOSE AIR SUPPORT.

EVALUATION

CONDITIONS:

During combat operations, CPX or FTX, given a radio request for immediate close air support from subordinate element, Joint Tactical Air Strike Request Form, map/overlay of subordinate units locations, and parent unit SOP for air-ground operations.

STANDARDS:

As a minimum you must within 2 minutes:

1. Verify correct locations of target and friendly elements.

2. Channel request through battalion air liaison officer (ALO)/forward air controller (FAC) within the Tactical Air Control Party (TACP).

TRAINING

1. Immediate Close Air Support Requests. Immediate CAS missions are flown from sorties set aside from the daily allocation for this purpose or, if these are exhausted, by diverting preplanned sorties. They are used against targets of opportunity, targets that rapidly develop as a result of the ground commander's action, and in operations where targets are not identified in time to permit detailed planning.

2. Immediate Close Air Support Channels (see figure 1). Immediate CAS generated at platoon and company level are forwarded to the battalion CP via Army communications.

a. The requests are validated at this level by the battalion commander, S3 or S3 Air, and handed over to the battalion ALO/FAC within the Tactical Air Control Party (TACP).

b. The ALO/FAC submits the requests directly to the DASC over the Air Force Operated Immediate Air Request Net.

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c. The TACP at higher echelon monitor and acknowledge having received these transmissions and coordinate the request with the Army S3/G3 Air at their level. If the Army echelon above the initiating level has organic fire power (i.e., artillery, missiles), which will do the job or desires to disapprove the request for other reasons, the ALO with the headquarters disapproving the request will notify the direct air support center (DASC) to cancel the mission. Normally, disapproval should be voiced within 5 minutes after acknowledgement of receipt; silence normally means approval. Also, the initiating unit will be notified how the mission is to be handled.

d. During the time that the Tactical Air Support Elements are researching their own capabilities, the DASC personnel are simultaneously preparing the mission data and performing the preplanning necessary to engage the target as soon as possible.

e. The DASC immediately scrambles the aircraft from ground alert or diverts air alert or preplanned air through the use of the CRP.

f. The DASC then calls the TACP of the requesting unit and gives them the number of aircraft, their call sign, ordnance load (if appropriate), and the time on target that can be expected for their final control by the FAC.

g. If the desired effect on the target is not achieved by diverted ordnance, the originator must re-submit the request.

3. Marking of Friendly Positions. It is important to identify friendly positions for safety reasons and as another means of referencing the target location. Covert means should be employed whenever practical.

4. Direction of Delivery. The direction of delivery is an important consideration. Whenever possible, the fighters should attack parallel to the front of friendly troops to enhance safety. Weather, terrain features, or enemy defenses could make this impossible or unwise. In this case, friendly troops should be more concerned about marking their positions, protection cover, and increasing safe separation distances.

5. Request forms for immediate close air support are the same forms used for Preplanned CAS. See figure 2, Task: Plan/request preplanned close air support.

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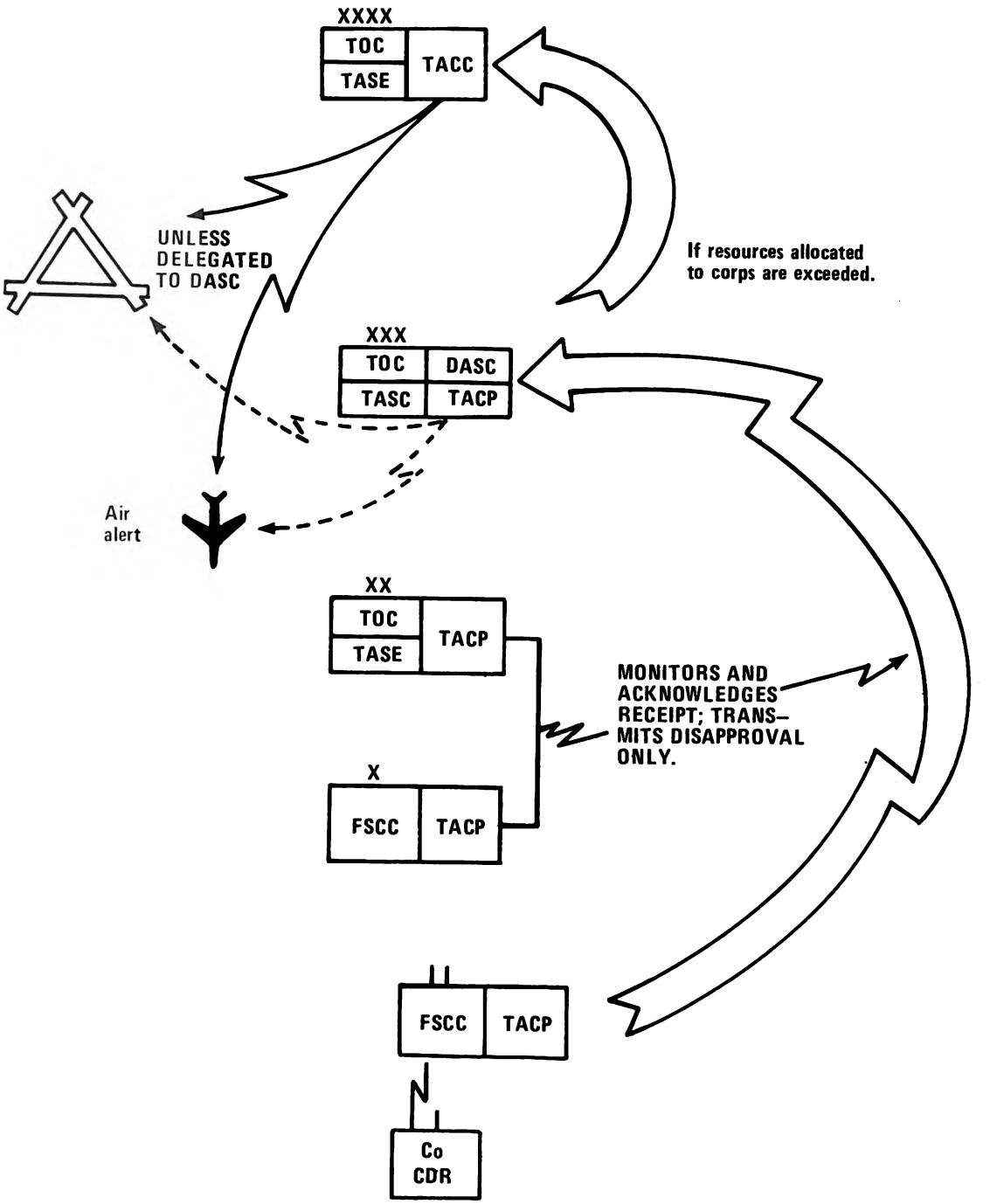

Figure 1. Immediate close air support request channels.

TASK NUMBER: 071-11B-8131

REFERENCE:

FM 100-26, The Air-Ground Operations System

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CHAPTER 2

SENIOR INFANTRY SERGEANT

SECTION XII

INTELLIGENCE DUTY POSITIONS

TRAINING AND EVALUATION OUTLINES

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE INTELLIGENCE PORTION OF OPERATION ORDER.

EVALUATION

CONDITIONS:

During combat operations, CPX, FTX or peacetime contingency, given commander/S2 guidance (to include time available for preparation), #2 pencil, paper and the following S2 reference materials: Spot Reports, Intelligence Report S2 Workbook, S2 Situation Map, Journal and FM 101-5.

STANDARD:

Information in paragraph 1a will be listed in the following sequence:

1. SITUATION

a. Enemy Forces:

(1) Items pertaining to the enemy situation (e.g., disposition, composition, strength, morale, and status of supply).

(2) Enemy capabilities.

(3) Enemy's most probable course(s) or action.

TRAINING

1. OPERATION PLAN OR ORDER. Intelligence on enemy forces is disseminated in paragraph 1a of the operation plan or order. Intelligence contained in this paragraph may be supplemented by referring to a published intelligence annex or to an intelligence summary. If an annex or summary is already disseminated and remains current, then this paragraph may consist only of a reference to these documents.

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a. Preparation of the operation order is the responsibility of the S3. The S2's contribution to the order should be submitted to the S3 in a form that requires no further editing. Using the prescribed format facilitates including this material in the appropriate paragraphs of the order. Information in paragraph 1a should be listed in a definite sequence as follows:

* *

1. SITUATION

a. Enemy Forces:

(1) Items pertaining to the enemy situation (e.g., disposition, composition, strength, morale, and status of supply).

(2) Enemy capabilities.

(3) Enemy's most probable course(s) of action.

* *

b. Paragraph 1a is a means of disseminating intelligence to subordinate units. During the preparation of paragraph 1a, when applicable, the S2 should prepare the intelligence portion of the final subparagraph of paragraph 3. The final subparagraph of paragraph 3 is intitled "Coordinating Instructions", and contains tactical instructions and details of coordination (other than signal items) applicable to two or more elements of the command. Coordinating Instructions may include these items for the S2:

(1) Essential elements of information (brigade and higher levels) or specific orders for information (normally battalion and lower levels) of an intelligence nature.

NOTE: The order is only one method the S2 uses to disseminate EEI (brigade and higher) or orders for information (battalion). Absence of these items in the order does not mean the S2 is not disseminating this information.

(2) Any counterintelligence measures not a matter of SOP (except signal counterintelligence).

3. Figure 1 is an example of the type of information included in paragraph 1a and the coordinating instruction subparagraph of paragraph 3.

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(Classification)

1. SITUATION
   a. Enemy Forces:
      (1) Aggressor 105th Mech Regt now unlocated. Units in zone estimated 70% strength. Morale is poor. Aggressor believed short of nuclear warheads.
      (2) Aggressor capable of conducting local counterattacks anywhere in zone with units up to company size.
      (3) Indications are that Aggressor will delay in present and successive positions.

2. MISSION

3. EXECUTION
   Coordinating Instructions:
      (1) Ea fwd co occupy COP with maximum of one reinforced platoon.
      (2) Annex B (Counterattack Plan (GOLD)).
      (3) On order, Co B attach one plt to Co C (-) to assist in containing possible penetrations.
      (4) Orders and requests for information.
         (a) Report as obtained by location, number and type, any enemy crew-served weapons on or near the east bank of the SEINE River.
         (b) Report as observed the movement of enemy units by direction and time of starting movement.
         (c) Report as observed the occupation of presently unoccupied positions within zone.
      (5) Counterintelligence measures: Reconnaissance of crossing sites only as authorized.

(Classification)

Figure 1.

TASK NUMBER: 071-11B-5420

REFERENCES:

FM 30-5, Combat Intelligence
FM 101-5, Staff Officers' Field Manual: Staff Organization and Procedure

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE INTELLIGENCE ANNEX TO OPERATION ORDER.

EVALUATION

CONDITIONS:

As an intelligence sergeant, during CPX, FTX, or peacetime contingency, given the following information from the S2 files:

1. Summary of enemy situation.

2. List of intelligence requirements (essential elements of information and other intelligence requirements).

3. List of acquisition tasks.

4. List of measures for handling captured persons, documents, and material.

5. List of required maps and aerial reconnaissance photographs.

6. List of counterintelligence measures.

7. List of reports to be distributed.

8. List of required reports.

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STANDARDS:

1. Intelligence annex will contain the required information in the format prescribed in FM 30-5, appendix N, and FM 101-5, appendix F-58.

2. The annex will be reviewed to insure that it is free of clerical errors.

3. The annex will be distributed in accordance with the unit SOP.

TRAINING

1. INTELLIGENCE ANNEX.

a. The intelligence annex is a means of disseminating intelligence and information and of issuing intelligence instructions to a command for an impending operation. It confirms the orders and requests for information that have been made in fragmentary form and that are still current at the time the annex is issued.

b. The intelligence officer prepares the intelligence annex and authenticates it when required.

c. The intelligence annex is routinely issued as a part of, or in conjunction with, each operation plan or order published by division and higher headquarters. It is rarely issued at brigade or battalion level. The brigade and battalion S2s require knowledge of the format and content of this document because they receive intelligence annexes from higher commands.

2. PREPARATION.

a. Figure 1 shows the standard format for an intelligence annex.

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(Classification)

Copy No_____
Unit
Location
Date/time group
Msg Reference No

Annex__(Intelligence) to OPORD____

Reference:

1. SUMMARY OF ENEMY SITUATION

   May refer to current INTSUM, overlay or other intelligence document.

2. ESSENTIAL ELEMENTS OF INFORMATION AND OTHER INTELLIGENCE REQUIREMENTS.

3. INTELLIGENCE ACQUISITION TASKS.

4. MEASURES FOR HANDLING PERSONNEL, DOCUMENTS, AND MATERIAL.

5. DOCUMENTS (Maps, photos) AND/OR EQUIPMENT REQUIRED.

6. COUNTERINTELLIGENCE.

7. REPORTS AND DISTRIBUTION.

8. MISCELLANEOUS.

Acknowledge

_____
Commander

Appendixes: Appendixes contain material of interest to a limited number of recipients, or which is detailed or voluminous. When appendixes are used, references thereto are included as appropriate.

DISTRIBUTION:

AUTHENTICATION:

(Classification)

Figure 1. Intelligence Annex Format.

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b. The first paragraph of the intelligence annex is a summary of the enemy situation that is necessary to understand the plan or order. This summary may refer to annotated maps, enemy situation overlays, or current intelligence reports.

* *

EXAMPLE:

1. SUMMARY OF ENEMY SITUATION. SEE INTSUM, this HQ, 121900 September, and Appendix 1, Situation Overlay.

* *

EXAMPLE:

2. ESSENTIAL ELEMENTS OF INFORMATION.

a. Essential Elements of Information.

(1) Will aggressor reinforce his forces along the RED River before the time of attack? If so, when, where, and with what forces?

(2) Will aggressor employ nuclear weapons? If so, when, where, how many, of what yields, and by what delivery means?

b. Other Intelligence Requirements.

(1) Will aggressor attack prior to 130600 September? If so, when, where, and in what strength? Special attention to the axis Hill 682 - Hill 624 - CR851.

(2) Will aggressor use CB agents? If so, what agents, when, how, and where?

3. INTELLIGENCE ACQUISITION TASKS.

a. Orders to attached and subordinate units.

(1) 1st Bde.

(2) 2d Bde.

(a) Report as obtained.

(1) Status of construction of defensive positions and minefields on and to the east of RED River.

(2) Location and size of ammunition storage sites, size and content of engineer equipment parks.

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(b) Report as obtained. Negative reports by 140400 September.

(1) Activity in medium tank regiment (-) and tank battalion assembly area in vicinity of BURG.

(2) Location and activity of mechanized regiment in vicinity of BURG.

4. MEASURES FOR HANDLING PERSONNEL, DOCUMENTS, AND MATERIAL. See Division SOP.

5. DOCUMENTS AND/OR EQUIPMENT REQUIRED.

a. Maps. SOP distribution of map, BUTTANO, 1:50,000 ZELLEPAGT.

b. Photographs. Follwing aerial photographs will be furnished:

(1) Basic coverage of division zone (1:10,000 approximate), six copies to each brigade and Div Arty; one copy to each tank battalion, mechanized infantry battalion, cavalry squadron, division engineer, aviation company, battalion, or group, and division signal officer.

(2) Annotated aerial photographs distributed automatically, as available.

6. COUNTERINTELLIGENCE.

a. Appendix 2, Counterintelligence.

b. All units coordinate use of Army aircraft through division tactical operations center (DTOC) to minimize number of aircraft in air over division zone prior to attack.

7. REPORTS AND DISTRIBUTION. Effective 140800 September, units will submit INTSUM at 0800, 1200, 1600, 2000, 2400, and 0400 hours daily in lieu of times prescribed in division SOP.

8. MISCELLANEOUS. None.

* *

3. FORMAT AND CLASSIFICATION. The intelligence annex has a more rigid format than other annexes. It may be issued before distribution of the operation order. The following points give further guidance in preparing the annex:

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a. If the annex is to have wider distribution than the basic order or is to be issued separately from the basic order, it must be properly identified. It must have a heading and all final entries (acknowledgment instructions, signature of the commander or authorized representative, appendixes, distribution, and authentication) just like the basic order.

b. If the annex is issued as an integral part of the basic order and is on the same distribution as the order, it need only be identified with the annex number and operation order number.

c. The intelligence annex will have the word "Classification", centered on the top and bottom of the annex with the proper classification marking.

TASK NUMBER: 071-11B-5421

REFERENCES:

FM 30-5, Combat Intelligence
FM 101-5, Staff Officers' Field Manual: Organization and Procedure

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TASK
PREPARE OVERLAY IN SUPPORT OF INTELLIGENCE PORTION OF OPORD.

EVALUATION

CONDITIONS:

During combat operations, CPX, FTX or peacetime contingency, given commander/S2 guidance (to include time available for preparation), the S3's completed portion of an operation overlay, tape, a map of the operation area, grease pencils (red, black, blue, green, yellow), #2 pencil, grid coordinate scale, enemy data, and FM 21-30, **Military Symbols.**

STANDARDS:

Within the time specified the overlay must:

1. Be prepared in accordance with the commander's/S2's guidance and overlay techniques as outlined in chapter 4, FM 21-30, **Military Symbols.**

2. Depict location of known or suspected enemy units, weapons, equipment, or activities plotted to within 50 meters.

TRAINING

1. **STAFF RESPONSIBILITY:** The S2 has staff responsibility for preparing paragraph 1a of the operation order. (See task: **PREPARE INTELLIGENCE PORTION OF OPERATION ORDER**). In preparing the input for paragraph 1a for the S3, the enemy situation should be depicted graphically on an overlay. This overlay information depicting the enemy situation will be submitted to the S3 who will either include it on the overall operations overlay or as a separate overlay to accompany the operations overlay. Complexity of the overlays, time, and local policy will dictate which technique will be used. This is one more example of how the S2 and S3 sections must coordinate closely together.

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2. OVERLAY CHARACTERISTICS. All overlays share the same general characteristics. Overlays are tracings of graphic symbols on translucent paper to visually portray plans, orders, and information concerning a military situation in condensed form. The driving purpose in preparing an overlay is to reduce the content and enhance the understanding of written and oral orders. Since there are usually insufficient maps to issue with each order or plan, the overlay helps to solve this problem.

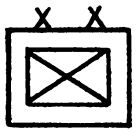
3. BASIC REFERENCE FOR AUTHORIZED SYMBOLS. FM 21-30, **Military Symbols,** is the basic reference for authorized symbols used in preparing overlays. The relationships of overlays to the written portion of the order is explained in the task, **PREPARE AN OVERLAY,** paragraph 2. The orientation of the overlay to the map and plotting of new detail is explained in paragraphs 3 and 4 of the same task.

4. TECHNIQUES OF PREPARATION.

a. Use of Symbols. The symbols shown in FM 21-30, **Military Symbols**, are adequate for depicting enemy units, weapons, equipment, and activities. If symbols must be improvised their meaning should be explained in an accompanying legend.

b. Enemy Symbols. Enemy unit and tactical dispositions are visually shown in **red.** When red is used, the basic military symbols are applicable. If only one color is available, enemy symbols are outlined with **double lines.**

Examples:



Enemy infantry division

Enemy observation post

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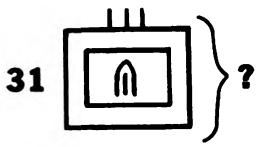
c. A **question mark** is used in conjunction with an enemy symbol indicates **unconfirmed information. The position of the question mark** shows what **information is unconfirmed.**

Examples:



All information shown is unconfirmed.

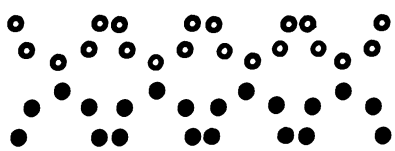
The size of the enemy infantry unit is unconfirmed.

d. **Front lines** are marked by a series of lines which curve away from opposing force. If only one color is used, enemy front lines are represented by double lines.

Examples:

e. **Thinly held or patrolled parts of the lines** are marked by a series of dots. Thinly held enemy lines are represented by **open dots.** The dots do not indicate strength or location of patrols.

Example:



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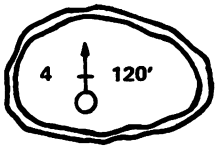
f. Locations of **enemy entrenchments** and **gun positions** are usually not accurately indicated. The general location is as follows:

(1) The position of four 120-mm mortars is depicted either by:



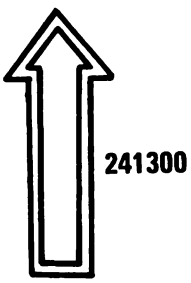
OR

(2) Entrenchments are depicted as indicated below. When **entrenchments** are unoccupied, write U next to the symbol; when under construction, insert UC next to the symbol as below:

Example:

g. To show enemy units such as a moving **convoy or column,** use an arrow to indicate direction of movement. Time or information data should be placed on the right of symbol.

(1) Example:



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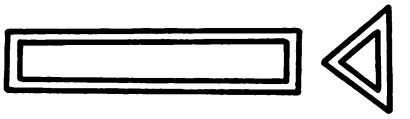
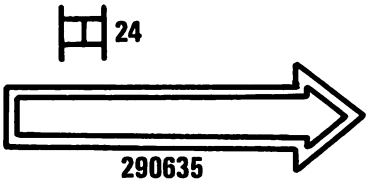
(2) If an enemy convoy is halted, the arrowhead is shown facing the rear.

Example:



(3) This symbol should be annotated with an appropriate vehicle symbol if known.

Example: A column of 24 medium tanks was seen at 0635 on the 29th.



5. No attempt has been made to depict all military symbols. FM 21-30, **Military Symbols**, establishes a standard system for the development of military symbols applicable to all types of military operations. Once the user is familiar with the prescribed system, any desired symbol is easily developed by following a clear, logical, and concise sequence. The importance of a commonly accepted system of military symbols which are readily identified by both allied and US military personnel cannot be overemphasized.

TASK NUMBER: 071-11B-5423

REFERENCES:

FM 21-30, Military Symbols
FM 30-5, Combat Intelligence

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TRAINING AND EVALUATION OUTLINE

TASK
ESTABLISH/MAINTAIN AN INTELLIGENCE WORKBOOK.

EVALUATION

CONDITIONS:

As the battalion or brigade intelligence sergeant, given the intelligence summary (INTSUM) format, pencil, journal and journal file, written and/or oral reports (e.g., SPOTREP, SITREP, or NBC reports, etc.), blank paper, index tabs, and a looseleaf notebook.

STANDARDS:

As a minimum, you must:

1. Establish and maintain the workbook following the locally prescribed format.

2. Insure that workbook entries are kept current by posting new entries and deleting or removing entries as they become obsolete.

3. Insure that entries are entered under the proper headings and are cross referenced when necessary.

4. Insure that entries include the journal serial number, the date-time group that the incident actually happened, and a written extract of the message or report.

5. Insure that confirmed entries are noted as confirmed or being confirmed.

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TRAINING

1. The intelligence workbook is a temporary record of enemy information, weather, and terrain characteristics. Information is recorded by subject headings which helps to sort, evaluate, and interpret the information. When properly maintained, the workbook is a valuable tool to prepare intelligence estimates, summaries, and reports.

2. The workbook is usually a looseleaf notebook with index tabs identifying subject headings. Blank sheets of paper are used under each tab to record the notes. The workbook does not have a prescribed format, though, as a matter of convenience, it is desirable to use the paragraph headings of the intelligence summary (INTSUM) at battalion and brigade levels. A sample workbook is shown in figure 1.

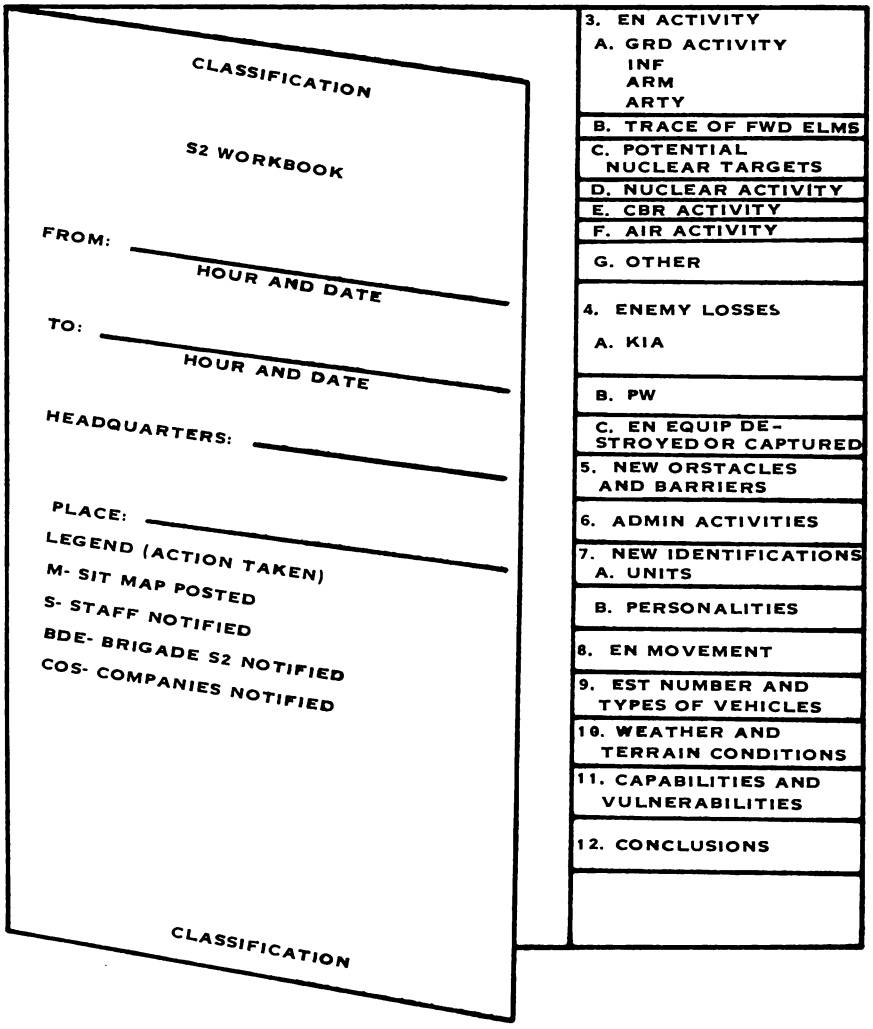

Figure 1. Sample Intelligence Workbook.

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3. Maintaining the workbook simply requires that you record information and significant events and delete this same material when it is no longer needed, is outdated, or is published in a formal report.

a. All information and intelligence on the same subject is recorded on the same page. When entering a message, you must insure that you enter, as a minimum, the following:

(1) Time that the event occured. (Note that this is the **time of the event** and **not** the time received or logged.)

(2) The agency of source of the message.

(3) An extract of the message.

(4) When two or more messages confirm an event, a notation to this fact.

(5) When information is extracted from the journal, record in the workbook the journal serial number and date-time group the incident happened. For example, J-4 indicates the journal serial number and 180800Z Feb 76 indicates when the incident happened.

b. When an entry in the workbook is no longer of any value or has been recorded in a published report (e.g., in the INTSUM), the entry should be lined out. When the entire page is no longer of any value, it is removed and destroyed.

c. A single message may require entries under more than one heading if the information contained in it applies. For example, a message reports that an enemy tank attack supported by chemical weapons was repulsed. Two enemy tanks were destroyed, two enemy soldiers were killed, and six enemy soldiers were captured. This single message would result in separate entries in each of the following paragraphs. (See figure 1).

(1) 3a, Enemy Activity, Ground.

(2) 3e, CBR Activity.

(3) 4a, Enemy Losses, KIA.

(4) 4b, Enemy Losses, PW.

(5) 4c, Enemy Losses, Enemy equipment destroyed or captured.

d. The workbook must be marked with the highest overall classification of any classified material contained in it.

TASK NUMBER: 071-11B-5430

REFERENCE:

FM 30-5, Combat Intelligence

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TASK
PREPARE/UPDATE THE S2'S FRIENDLY/ENEMY SITUATION MAP.

EVALUATION

CONDITIONS:

During battalion combat operations, CPX or FTX, given mounted acetate covered mapboard, grease pencils (red, black, blue, green, yellow), coordinate scale, spot reports, situation reports, current up-to-date S2 and S3 workbooks, complete copy of battalion OPORD which unit is presently executing, intelligence reports (INTREPS), intelligence summaries (INTSUMS), intelligence estimates, and FM 21-30, **Military Symbols.**

STANDARDS:

1. Post all available locations or overlay traces of enemy units/elements to within 50 meters.

2. Post critical points, friendly command posts, and friendly boundaries to within 25 meters.

3. Upon receipt of new INTSUMS, INTREPS, and spot reports, post and update information to the same degree of accuracy as above.

TRAINING

1. General. The situation map is a temporary graphic display of the current dispositions and major activities of the enemy. Information of friendly forces on this map is usually limited to boundaries; locations of command posts of higher, lower, and adjacent units; reconnaissance units; and the forward edge of the battle area. Separate overlays are often used to display separate categories of information. A typical overlay might depict fortifications, while another is used to show potential nuclear and chemical targets, and still another presents details of order of battle. The latest time at which the activity was observed or the disposition confirmed should be indicated when plotting enemy activities and dispostions. The intelligence sergeant keeps the situation map or overlay as simple as possible. He uses authorized conventional signs, military symbols, and abbreviations. (See FMs 21-30 and 21-31 for authorized military and topographic symbols.)

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2. Temporary Recordings. Other information and intelligence aspects of the situation may be recorded on situation maps. Chemical staff officers or NCOs at respective headquarters for example, record reported nuclear bursts and chemical and biological data on situation maps. Engineer staff officers or NCOs similarly record mine and obstacle data.

3. Permanent Recordings. Permanent recordings of the information on a situation map may be done by overlay tracing or by periodically photographing the map. Periodic overlays made from the G2/S2 situation map will provide quick reference to past enemy activity in a given area, can record locations of hard targets such as bunkers, trenches, or antiaircraft emplacements, and can assist the G2/S2 in determining patterns of enemy movement and intentions.

4. Maintaining the Situation Map. Maintenance of the situation map at brigade and battalion levels is usually a joint S2/S3 action while at higher levels a separate situation map is maintained by each section. The friendly situation is basically the responsibility of the S3 while the enemy situation is basically the responsibility of the S2. During operations, personnel from either section may plot friendly or enemy entries on the situation map and perform other processing functions.

5. Posting of Friendly/Enemy Information. The situation map provides a basis for comparison of the enemy situation against the friendly situation. From the intelligence sergeant's standpoint, pertinent information of the enemy is recorded graphically on the situation map for reference and study. Whenever possible, both the situation map and the S2 workbook will be maintained. However, in a fast-moving situation when the volume of messages is such that both cannot be maintained effectively, priority should be given to keeping the situation map current. The information posted varies with the size of the friendly unit. The smaller the unit, the more detailed is the information recorded. As a general rule, depict enemy units two echelons lower than your own. Although higher enemy echelons may be posted if this is the most specific information available. Division situation maps, for example, show the location of enemy units down to battalions, though some smaller elements, such as fire delivery means, are alos shown. Brigade situation maps would show enemy units down to battalions and companies. Battalion situation maps would show enemy units down to companies and platoons. The following types of entries pertaining to the enemy should be posted on the situation map:

a. Unit identification.

b. Unit dispositions.

c. Boundaries.

d. Location of weapons, to include –

(1) Automatic weapons positions.

(2) Supporting mortars.

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(3) Antitank gun positions.

(4) Artillery positions.

(5) Armored vehicles.

(6) Antiaircraft automatic weapons positions.

(7) Air defense artillery positions.

e. Minefields.

f. Roadblocks.

g. Entrenchments.

h. Other obstacles or defensive installations.

i. Logistics and command facilities.

j. Activities.

k. Terrain data.

l. Aircraft or helicopter staging areas.

m. CBR contaminated areas.

n. Enemy radars and other ground surveillance devices.

o. Major roads or trails for movement of personnel, weapons, and equipment.

6. PURPOSE. The purpose of the intelligence situation map is to contribute to sound tactical decisions. The primary intelligence uses of the situation map are:

a. To display the enemy disposition and situation.

b. To provide a basis for comparison in order to determine the significance of newly received data pertaining to the enemy forces.

c. To provide a background and basis for briefings and other required intelligence reports.

d. To provide the basis for overlays which graphically portray the enemy situation.

e. To assist in the determination of patterns of movement of guerrilla or insurgent forces.

f. To focus attention on possible intelligence gaps which require redirection of the collection effort. For example, the need to locate and identify enemy units reported for the first time.

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7. SECONDARY USES. The secondary intelligence uses of the situation map are to post -- directly on it or in its margins -- the following information.

a. Computations of enemy personnel and weapons strengths (based on normal strength of the size enemy units believed to be in the area).

b. Organization charts of specified enemy units (based on order of battle information).

c. Summaries of weather and terrain data.

d. A listing of priority intelligence requirements.

e. Notations pertaining to current patrol plans.

f. Closing time computations.

g. A listing of friendly attachments.

h. A listing of unlocated enemy units believed to be in the area of operations.

8. TECHNIQUES FOR MAINTAINING THE INTELLIGENCE MAP. The intelligence sergeant should consider using the following technique to maintain the situation map:

a. Rather than attempting to plot all entries on a map by means of conventional or improvised military symbols, a number or letter may be plotted in the area where the activity was observed. A corresponding letter or number can then be entered into a space alongside the map and a notation entered as to the activity observed. The number or letter used may also be easily cross-indexed to the journal or message file for a complete report. The situation map should be used in conjunction with the intelligence estimate for analysis of the enemy situation and capabilities. The situation map might be misleading if used by itself for this purpose.

b. A variation of the above would be to draw a line from the descriptive passage or statement to the exact location on the map where the activity was observed.

c. Care must be taken to prevent overcrowding of the map. One method of doing this is to group entries by categories on a series of acetate overlays.

d. An enlarged sketch map can also be prepared to cover overcrowded areas. This allows the posting of additional details.

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e. When separate maps are used by staff elements in a headquarters, care should be taken to insure that acetate overlays are readily interchangeable between maps within that headquarters. This is also true when an informal S2 work map is maintained. This precaution will permit easy comparison of the current enemy situation from the G2/S2's map with the disposition of friendly forces on the G3/S3's and easy comparison of enemy obstacles, barriers, and minefields with planned routes of march for friendly operations, etc.

TASK NUMBER: 071-11B-5431

REFERENCES:

FM 30-5, Combat Intelligence
FM 101-5, Staff Officers' Field Manual: Staff Organization and Procedure

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE/UPDATE INTELLIGENCE WORKMAP.

EVALUATION

CONDITIONS:

As the intelligence sergeant in a tactical headquarters, during combat or simulated combat operations, given a requirement to prepare and maintain an intelligence workmap, copies of FM 21-30 and FM 30-5, the appropriate map sheets showing unit's area of interest, a map board, colored grease pencils and acetate.

STANDARDS:

As a minimum you must --

1. Prepare acetate overlays that will interchange with the situation map.
2. Post the following friendly information:
    a. Boundaries.
    b. Command posts of higher, lower, and adjacent units.
    c. Reconnaissance units.
    d. The forward edge of the battle area.
3. Post enemy information to include Size, Activity, Location, Unit, Time, and Equipment when available.

TRAINING

1. The intelligence workmap differs from the situation map in that it is a more detailed graphic representation of the enemy situation and disposition. The workmap is a tool used for planning the intelligence collection effort and does not replace the requirement to post pertinent information on the situation map.

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2. The workmap consists of the map sheets that portray the unit's area of interest and, when known, areas of future operations. The map must be constructed so that its acetate overlays are interchangeable with the situation map. The overlays can then be prepared by grouping entries by categories. For example, overlays may be prepared to depict the surveillance plan, the patrol plan, CBR contaminated areas, or other major intelligence areas required to support the collection effort.

3. Information posted on the map varies with the size of the friendly unit. The smaller the unit the more detailed the information and size of the enemy units posted. Enemy units are posted using the "two echelon down" rule. For example, at division level enemy battalions are posted; at battalion level, enemy platoons are posted. However, higher enemy echelons may be posted on the workmap if this is the most detailed information available. The workmap, unlike the situation map should be posted with both confirmed and unconfirmed enemy information. Information located on the map includes the following:

a. Unit identification.

b. Unit disposition.

c. Boundaries.

d. Locations of weapons, to include –

(1) Automatic weapons position.

(2) Supporting mortars.

(3) Antitank guns and missiles.

(4) Artillery positions.

(5) Armored vehicles.

(6) Antiaircraft automatic weapons positions.

(7) Air defense artillery and missile positions.

e. Minefields.

f. Roadblocks.

g. Entrenchments.

h. Other obstacles or defensive installations.

i. Logistics and command facilities.

j. Activities (movements, digging, camouflaging).

k. Terrain data.

l. Aircraft/helicopter staging areas.

m. CBR contaminated areas.

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n. Enemy radars and other ground surveillance devices.

o. Major roads or trails used for the movement of personnel, weapons, and equipment.

4. Friendly information is usually limited to boundaries; locations of higher, lower, and adjacent units, reconnaissance units, and the forward edge of the battle area.

5. The use of separate overlays to display separate categories of enemy or friendly information is a useful technique. These separate overlays provide an accurate, easily used record of information that is not always required to be depicted on the map and might clutter it with unnecessary dated details. Example of these overlays are --

a. Fortifications.

b. Surveillance plans.

c. Patrol plans.

d. Impending chemical or nuclear strikes.

e. Sensor fields.

6. When posting information on the map, standard military symbols as specified in FM 21-30, Military Symbols, must be used. When maps and overlays are posted with colored pencils or tape, the colors must be used in accordance with chapter 4 of FM 21-30.

7. The use of the workmap and the overlay techniques permits the intelligence section to keep an accurate record of information used to determine enemy movements and intentions, and assists them in planning for the use of ground surveillance radar, patrols and other intelligence collection operations. It allows a ready reference depicting the enemy situation and disposition and is used to support staff journal entries.

TASK NUMBER: 071-11B-5432

REFERENCES:

FM 21-30, Military Symbols

FM 30-5, Combat Intelligence

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE/SUBMIT STANDARD SHELLING, MORTARING, AND BOMBING REPORT.

EVALUATION

CONDITIONS:

As an intelligence NCO, given a subordinate unit's report of either shelling, mortaring, or bombing and STANAG 2008, format for Shelling, Mortaring, and Bombing Reports.

STANDARDS:

1. Record the information received from the subordinate unit on STANAG 2008.

2. Send the information to the next higher headquarters by the most rapid means (radio, telephone, or messenger).

3. Items A, B and K of the report are encoded, when necessary, for security reasons.

TRAINING

1. A shell, mortar, and bomb report (SHELREP, BOMREP, and MORTREP) is a means of efficiently reporting to higher headquarters information of shelling, mortaring, and bombing in your area. This report helps to accurately evaluate enemy capabilities and assists friendly operations planning. The immediate value to your unit will be in delivering accurate counter-battery fire to destroy the enemy elements which fired into your area. Once the information on this report reaches your division artillery tactical operations center (TOC), the process begins which will end in the destruction of the source of fire. Information obtained should be forwarded by the most rapid available means in the format of STANAG 2008. **Regardless of how little information has been obtained, do not hesitate to forward the information.** Fragmentary or incomplete information is often of value in supplementing or confirming existing information. This radio or telephone report should be followed by forwarding the written report.

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2. The following example illustrates how basic data is entered on STANAG 2008. If you can fill out the report from the basic input it will be a simple task to fill out the report from a subordinate unit's SHELREP or simplified SHELREP. Assume that you are the battalion intelligence NCO for 2-77 Infantry, which is located at grid LG 392841. At 0545 hours, the enemy shelled your position for two minutes with a total of four rounds of high-explosive shells. The tempo and pattern of bursts suggested an enemy two-gun battery. Your commander believes that the enemy was intent on harassment. Your Shell Report team determined the direction to the enemy battery to be 4,810 mils. They also located a fragment which included a portion of the rotating band seat. The shell was identified as an enemy 122-mm howitzer projectile. One soldier was wounded during the shelling. Figure 1 is an example of a filled out report.

A	B	C	D	E	F	G	H	I	J	K
UNIT OF ORIGIN Current call sign, address group or code name	POSITION OF OBSERVER (Encode if Hq or important OP or F gives info on location)	DIRECTION Measured clockwise from GRID NORTH in degrees or mils (state which) of FLASH, SOUND or GROOVE of SHELL (state which); (Omit for aircraft)	TIME FROM	TIME TO	AREA BOMBED SHELLED OR MORTARED (Grid ref-in CLEAR) or (Dir to impact in degrees or mils, distance in meters -- ENCODED)	NO. AND NATURE OF GUNS (Mortar, rocket launchers, aircraft, or other methods of delivery)	NATURE OF FIRE (registration, bombardment, harassing, etc.)	NO., TYPE, AND CAL. (State whether measured or assumed) or SHELLS, ROCKETS, MISSILES, OR BOMBS	TIME OF FLASH TO BANG (Omit for aircraft)	DAMAGE (Encode if required)
Z5J26	NA	GROOVE OF SHELL 4810 Mils	260545	260547	LG 3932 LG 8402	2/122/HOW	Harassing	Shells 4 HE 122 Meas	—	1 WIA

Figure 1.

3. Explanation of STANAG 2008.

a. Unit of Origin: Current call sign, address group or code name. **Z5J26** is your call sign in the example.

b. Position of Observer: Encode the 100,000 meter square identification and coordinates of the headquarters, observation post, or forward observer giving information on location of rounds received. **"NA"** is placed here since the block is not applicable to the example where crater analysis was used.

c. Direction: Measure the azimuth clockwise from GRID NORTH in degrees or mils to the FLASH, SOUND, or GROOVE of SHELL. Omit this entry for aircraft. Be sure to specify whether you are using mils or degrees, and whether you are taking a grid azimuth to FLASH or SOUND, or with reference to the GROOVE of SHELL, i.e., the CRATER. In the example, **"groove of shell"** and **"4180 mils"** tells that you determined from examining the shell hole that the azimuth for the source of fire seemed to be 4180 mils.

d. Time From: Write the date/time group that the firing began. Example: **260545.**

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e. **Time To:** Write the date/time group that the firing stopped. Example: **260547.**

f. **Area Bombed, Shelled, or Mortared:** Include 100,000 meter square identification and grid coordinates of the impact point or the direction in degrees or mils and distance in meters to the impact. In the example, the grid reference of the impact point is LB 39328402. The direction of impact from a friendly location should be encoded.

g. **Number and nature of guns:** Estimate how many and what kind of weapons were fired (mortar, rocket launchers, aircraft, or other methods of delivery). In the example, **"2/122/HOW"** indicates two 122-mm howitzers.

h. **Nature of Fire:** Identify the type of firing as registration, bombardment, harassing, etc. In this example, the fire was judged to be **harassing fire.**

i. **Number, type, and caliber:** Identify the type and caliber of SHELLS, ROCKETS, MISSILES, or BOMBS. State whether this identification was measured or assumed. In this example, **"SHELLS 4 HE, 122 MEAS"** indicates that rounds were measured to be four 122-mm high explosive shells.

j. **Time of Flash to Bang:** (Omit for aircraft.) If flash to bang time is unknown, leave it blank, as in the example.

k. **Damage:** (Encode if required.) In the example, **"1 WIA"** is used for "one wounded in action."

4. Three parts of the report -- **items A, B, and K** -- are encoded, when necessary, for security reasons. The current call sign or code name for the unit is used in the clear for item A, and code is used to transmit the position of observer and damage. Item B is not applicable when this form is used for crater analysis.

5. The information contained in a SHELREP is forwarded to the division artillery TOC. They use a SHELREP overlay to plot the location of the crater and a line representing the direction measured to the weapon. They compare this information with that received from other sources and attempt to locate enemy weapons from the intersection of these direction lines to weapons of the same caliber.

6. As an intelligence NCO, you may be called upon to design a unit SOP for SHELREPS. It is much more reasonable to expect them to report incoming rounds by using a simplified SHELREP format established by SOP. The following is a sample format for a simplified type SHELREP (figure 2).

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(CLASSIFICATION)

Annex "J" (Shell Report) to SOP No 1, Co "A", 2d Bn (Mech), 76th Inf

1. Shell report (SHELREP) will be submitted to CP each time platoons receive incoming rocket, mortar, or artillery rounds.

a. Shell Report Format:

ALFA ..... Callsign

BRAVO ..... Coordinates of observer

CHARLIE ..... AZ to Flash or Sound

DELTA ..... Time Shelling Started

FOXTROT ..... Coordinates of shelled area

GOLF ..... Type of rounds

HOTEL ..... Nature of Fire

INDIA ..... (Harassment or Destruction) Number of Rounds

KILO ..... Damage

(CLASSIFICATION)

Figure 2.

TASK NUMBER: 071-11B-5433

REFERENCES:

FM 6-121, Field Artillery Target Acquisition
FM 21-75, Combat Skills of the Soldier

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TRAINING AND EVALUATION OUTLINE

TASK
RECEIVE, INTERPRET AND PASS-ON NBC 1 REPORT.

EVALUATION

CONDITIONS:

As the intelligence sergeant operating in the TOC. Given a knowledge of the preparation of NBC 1 reports; and incoming NBC 1 reports from subordinate units.

STANDARDS:

1. Decode and interpret initial NBC 1 reports from subordinate unit(s) without error.

2. Alert subordinate, attached, and supporting units on the command net with a flash precedence brevity code warning.

3. Report the item "Type of Report" and letter items D, H, and either B and C or F in the initial NBC report to the next higher headquarters, based on the subordinate unit report received, and assign the report one of your unit's strike serial numbers. The report will be forwarded by the most rapid means, usually land line, radio, or runner.

4. If more than one unit submits an initial report on the same attack, consolidate the information into one report for submission to the next higher headquarters.

TRAINING

1. All NBC reports refer to the letter items in figure 1.

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MEANING OF LETTER ITEMS USED IN ALL NBC REPORTS:

Letter	*Meaning Nuclear reports*	*Meaning Chemical or biological reports*
A.	Strike serial number(s).	Strike serial number(s).
B.	Position of observer (UTM or place).	Position of observer (UTM or place).
C.	Direction measured clockwise from grid or magnetic north (state which) of the attack from observer (degrees or mils, state which).	Direction measured clockwise (from grid or magnetic north (state which) of the attack from observer (degrees or mils, state which).
D.	Date/time of detonation (local or ZULU time, state which). If local time is used, give the letter of the local time zone, if known. See FM 101-10-1 for time zone charts. If the local time is used and the time zone letter is not known, the word "local" will be transmitted with this item.	Date/time attack started (local or ZULU time, state which). If local time is used, give the letter of the local time zone, if known. See FM 101-10-1 for time zone charts. If the local time is used and the time zone letter is not known, the word "local" will be transmitted with this item.
E.	Illumination time. (Report only when other data are not available. Report in seconds.	Time attack ended (local or ZULU, state which).
F.	Location of attack (UTM or place) (actual or estimated, state which).	Area attacked (actual or estimated, state which).
G.	Means of delivery, if known.	Means of delivery, if known.
H.	Type of burst—air, surface, or unknown (state which)—including height, if known.	Type of agent, if known (chemical or biological). Type of attack (chemical or biological).
I.	(This letter item is not used for nuclear report.)	Type and number of munitions or aircraft (state which).
J.	Flash-to-bang time (seconds)	
K.	Crater present or absent and diameter, if known (meters).	
L.	Nuclear burst angular cloud width measured at 5 minutes after the detonation (degrees or mils, state which). (Do not report if data are obtained more than 5 minutes after the detonation.)	
M.	Stabilized cloud-top angle and/or cloud-bottom angle (state which) or cloud-top height and/or cloud-bottom height (state which) measured at H + 10 minutes (degrees, mils, meters, or feet—state which).	
N.	Estimate yield (KT).	
O.	Reference date/time for estimated contours when not H + 1 hour.	
P.	For radar purposes only:	Area of expected contamination (UTM).
P.A.	UTM coordinates of points to outline external contours of radioactive cloud.	
P.B.	Effective wind direction (direction from which the wind is blowing) in degrees or mils (state which).	
Q.	Location of reading (UTM).	
R.	Dose rate (rad/hr). The words "initial," "increasing," "peak," or "decreasing" may be added.	
S.	Date/time of reading (local or ZULU time, state which).	Date/time contamination initially detected (local or ZULU time, state which).
T.	H + 1 date/time (local or ZULU time, state which).	Date/time of latest reconnaissance of contamination in the area (local or ZULU time, state which).
U.	1,000 rad/hr contour line coordinator (UTM) (red).	
V.	300 rad/hr contour line coordinates (UTM)(green).	
W.	100 rad/hr contour line coordinates (UTM) (blue).	
X.	30 rad/hr contour line coordinates (UTM) (black).	Located area of contamination (UTM) (yellow).
Y.	Direction measured clockwise from grid north to the left and then to the right radial lines (degrees or mils, state which—4 digits each).	
Z.	Effective windspeed (kmph), 3 digits; downwind distance of zone I (km), 3 digits; cloud radius (km), 2 digits. (When effective windspeed is less than 8 kmph, the NBC 3 report will contain only three significant digits, that is, the radial distance of zone I.)	

Figure 1.

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2. NATO forces operating in a NATO area must use only ZULU time for all NBC reports.

3. NBC 1 reports.

a. The NBC 1 report is used by an observing unit to give initial data and subsequent follow-up data of an enemy nuclear, biological, or chemical attack. Preparation of the NBC 1 report from the observer was discussed in the Skill Level 3 Soldier's Manual. You will remember that the NBC 1 report follows the same format as the SHELLREPS, MORTREPS, AND BOMBREPS (STANAG 2008) dealing with conventional enemy attacks.

b. The item "Type of Report," and letter items D, H, and either B and C or F, figure 1, must always be reported. Other items are optional.

4. The following example illustrates actions at company through brigade level, using NBC 1 reports: Company A, 2d Battalion of the 1st Brigade, is under artillery chemical attack. Initial and subsequent NBC 1 chemical reports from the company through the brigade are given below. The actual message format follows the unit SOP.

a. Actions by Company A. First, the company alerts its subordinate units on the company net with a FLASH precedence brevity code "GAS".

(1) Initial NBC 1 chemical report. The company alerts the 2d Battalion by preparing an initial NBC 1 report, as in task, **Prepare NBC 1 Report.** The company assigns its own strike serial number.

(2) Subsequent NBC 1 chemical reports.

(a) When the chemical agent used in the chemical attack has been identified, the company submits a subsequent NBC 1 report, using the same strike serial number as used in the initial NBC 1 report and gives follow-up data.

(b) If a persistent chemical agent was used in the attack and the contaminated area is located, the company submits another subsequent NBC 1 report, giving follow-up data and using the same strike serial number as was used in the initial NBC 1 report.

b. Actions by 2d Battalion. As soon as the NBC 1 report from Company A is received the battalion alerts its subordinate, attached, and supporting units on the battalion net with a FLASH precedence brevity code "GAS."

(1) Initial NBC 1 chemical report. The battalion prepares and submits an initial NBC 1 report to the 1st Brigade based on "A" Company NBC 1 report received. Battalion repeats pertinent parts of the body of the message on the battalion net. Battalion assigns its own strike serial number.

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(2) Subsequent NBC 1 chemical reports. The battalion submits subsequent NBC 1 reports to the 1st Brigade, based on the NBC 1 reports received from Company A. Pertinent parts of the body of the message are repeated over the battalion net. The same strike serial number used in the battalion's initial NBC report would be used.

NOTE: If more than one company of the battalion, submits NBC reports for the same chemical attack, the battalion consolidates them and submits a single NBC 1 report to the 1st Brigade.

c. Actions by the 1st Brigade. First, the brigade alerts its subordinate attached, and supporting units on the brigade net with a FLASH precedence brevity code "GAS."

(1) Initial NBC 1 chemical report. The brigade transmits the 2d Battalion's initial NBC 1 report to the division TOC (and repeats pertinent parts of the body of the message on the brigade net). Brigade will assign its own strike serial number.

(2) Subsequent NBC 1 chemical reports. The brigade transmits the 2d Battalion's subsequent NBC 1 reports to the division TOC (and repeats pertinent parts of the body of the message on the brigade net), using the same strike serial number used in the Brigade's initial NBC 1 report.

NOTE: If more than one battalion submits NBC 1 reports for the same chemical attack, the brigade consolidates the several NBC 1 reports received and submits one NBC report to the division TOC just as battalion did with multiple reports of the same strike.

TASK NUMBER: 071-11B-0182

REFERENCES:

FM 3-12, Operational Aspects of Radiological Defense
FM 21-40, Chemical, Biological, Radiological, and Nuclear Defense

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE A SIMPLIFIED FALLOUT PREDICTION.

EVALUATION

CONDITIONS:

As the intelligence sergeant operating in the TOC, given a knowledge of the preparation of NBC 1 reports; incoming NBC 2 report(s) from higher headquarters, an effective downwind message; M5A2 radiological fallout area predictor; a straightedge, overlay or transparent paper, #2 pencil, a black grease pencil, and a map of the area.

STANDARD:

Prepare simplified fallout prediction within *5 minutes using the map scale appropriate to the map you are using. Trace determined must be within ½ kilometer of correctly prepared trace.

*Administrative time for training and testing, not necessarily a job requirement.

TRAINING

SIMPLIFIED FALLOUT PREDICTION TECHNIQUES

1. DESCRIPTION.

a. The simplified fallout prediction method is provided to enable small unit commanders to make an immediate estimate of the location of the potential fallout hazard without waiting for a detailed fallout prediction message (NBC 3 (Nuclear) report).

b. The simplified prediction method requires nuclear burst information (NBC 2 report), a current effective downwind message, and a simplified fallout predictor (figure 1).

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c. The lateral or angular limits of a simplified fallout predictor are fixed at 40 degrees; this is in contrast to the determination of lateral limits from current winds in the detailed method. In most cases these fixed angular limits are sufficient to encompass the fallout area of hazard.

2. EFFECTIVE DOWNWIND MESSAGE.

a. Use of a simplified fallout predictor requires knowledge of the effective wind speed and downwind direction. This information is prepared by the Nuclear, Biological, Chemical Element as an effective downwind message and is transmitted to subordinate and adjacent units each time new upper air wind data is received. The latest effective downwind message should always be used. Effective downwind messages more than 12 hours old should not be used for fallout prediction.

b. The format for the effective downwind message will be a series of seven lines preceded by the phrase "Effective Downwind Message," as follows:

Effective Downwind Message

ZULU	**DDtttt (local or ZULU, state which)**
ALFA	**dddsss**
BRAVO	**dddsss**
CHARLIE	**dddsss**
DELTA	**dddsss**
ECHO	**dddsss**
FOXTROT	**dddsss**

c. The significance of each letter item is indicated below:

(1) ZULU DDtttt - This line is the date-time at which the winds were measured, with DD the day and tttt the hour in local or ZULU time (GMT).

(2) The remaining lines provide data for the six preselected yield groups, where ddd is the effective downwind direction in degrees from grid north and sss is the effective wind speed to the nearest kilometer per hour.

(a) ALFA dddsss is the data line for the 2-kiloton (KT) or less yield group.

(b) BRAVO dddsss is the data line for the more than 2-KT through 5-KT yield group.

(c) CHARLIE dddsss is the data line for the more than 5-KT through 30-KT yield group.

(d) DELTA dddsss is the data line for the more than 30-KT through 100-KT yield group.

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(e) ECHO dddsss is the data line for the more than 100-KT through 300-KT yield group.

(f) FOXTROT dddsss is the data line for the more than 300-KT through 1-megaton (MT) yield group.

(3) For example, if the DELTA line of an effective downwind message reads DELTA 090025, the person using this information would know that the DELTA line is used when the yield of the weapon is in the range from more than 30 KT through 100 KT. The contents of this DELTA line would indicate that the fallout prediction would be determined from an effective downwind direction of 90 degrees and an effective wind speed of 25 kilometers per hour.

FORMAT FOR DISSEMINATING EVALUATED DATA (REPORT FORM NBC 2).

LETTER	MEANING	EXAMPLE (NUCLEAR)	EXAMPLE (TOXIC)
	Precedence		
	Date/Time (local or ZULU, state which)		
	Security		
	From		
	To		
	Type of report	NBC 2 (Nuclear)	NBC 2 (Toxic)
A.	Strike serial number (if known)	A. 24.	A. 1.
D.	Date/Time of attack (local or ZULU, state which)	D. 240730Z	D. 240730Z
F.	Location of attack (UTM or place) (actual or estimated, state which)	F. MN553298	F. MN553298
G.	Means of delivery, if known		
H.	Type of burst (air, surface, or unknown) (state which), or type of taxic agent, if known, or type of attack (BW, CW, registration, harassing, etc.)	H. Surface.	H. Nerve.
N.	Estimated yeild (KT)	N. 16	

NOTES: a. This report is normally based on two or more NBC 1 Reports. It includes an estimated GZ and, in the case of nuclear detonations, an evaluated yield.

b. Items A, D, F, H, and N may be repeated as often as necessary to produce a summary report.

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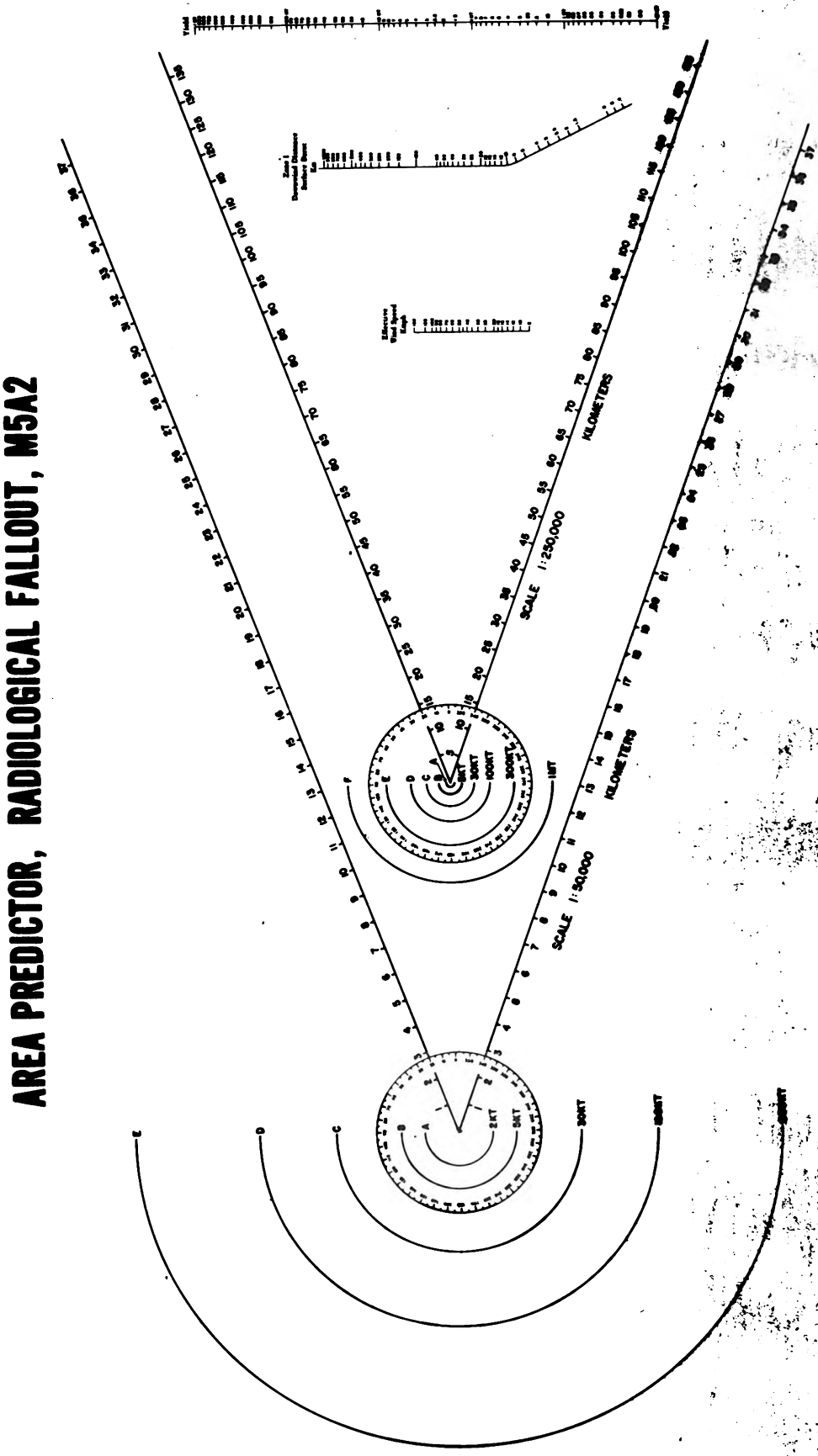

Figure 1. The M5A2 radiological fallout area predictor.

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4. AREA PREDICTOR, RADIOLOGICAL FALLOUT, M5A2. The Area Predictor, Radiological Fallout, M5A2 (figure 1), is a transparent device used to outline the zones of hazard resulting from surface or near-surface bursts for preselected yield groups. The M5A2 fallout predictor is composed of two simplified predictors and a nomogram for determining the downwind distance of Zone 1. One simplified predictor is drawn to a scale of 1:50,000, with five preselected yield groups (A, B, C, D, and E); and one predictor is drawn to a scale of 1:250,000, with six preselected yield groups (A, B, C, D, E, and F).

a. Each simplified predictor consists of three major parts:

(1) An azimuth dial for orientation.

(2) Semicircles depicting stabilized nuclear cloud radii drawn about ground zero and showing the area of contamination for each of the preselected yield groups.

(3) A map scale calibrated in kilometers along two radial lines extending out from the center of the azimuth dial.

b. The nomogram, consisting of three scales, is positioned between the radial lines of the M5A2 fallout predictor and is used to determine the downwind distance of Zone 1. The nomogram is not required for field constructed predictors.

(1) The left-hand scale is the effective wind speed in kilometers per hour.

(2) The center scale is the downwind distance of Zone 1 in kilometers.

(3) The right-hand scale is the yield in kilotons.

c. The Area Predictor, Radiological Fallout, M5A2, may be requisitioned through supply channels, using FSN 6665-106-9595.

5. PROCEDURES FOR USE OF SIMPLIFIED METHOD.

a. Information Required. Use of the M5A2 fallout predictor requires a current effective downwind message, an actual or estimated yield of the nuclear weapon detonated, and the location of ground zero. Normally, the user of the M5A2 fallout predictor will have to obtain the yield and the location of ground zero from measured data or from the NBC 2 (Nuclear) report.

b. Identification of the Prediction. The prediction is identified by recording the location of ground zero and the date-time of burst on the predictor.

c. Effective Wind Speed and Downwind Direction. The effective wind speed and downwind direction for the burst are taken from the appropriate yield group data line of the effective downwind message (para. 2).

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d. Downwind Distances of the Zones. The downwind distance of the Zone of Immediate Operational Concern (Zone 1) is determined from the nomogram (figure 1) on the M5A2 fallout predictor. This determination is made by connecting the value of the effective wind speed and the point on the yield scale representing the yield (using the actual or estimated yield, not the yield group) with a straightedge. The value of the downwind distance of Zone 1, in kilometers, is read at the point of intersection of the straightedge and the Zone 1 downwind distance scale. The downwind distance of Zone 2 is twice that of Zone 1. Arcs are drawn between the two radial lines, using GZ as center, with radii equal to the two downwind distances determined.

e.Tangents. Tangents are drawn from the cloud radius line for the yield group considered (c above) to the points of intersection of the radial lines of the predictor with the arc representing the downwind distance of Zone 1 (d above).

f. Perimeter. Zones 1 and 2 are labeled, and the remainder of the prediction perimeter is darkened with a grease pencil to emphasize the area of hazard.

g. Time-of-Arrival Arcs. Time-of-arrival arcs of interest are drawn in, using the effective wind speed.

h. Orientation. Next, the fallout predictor ground zero point is placed over the actual or assumed GZ on the map, and the entire fallout predictor is rotated until the effective downwind direction in degrees on the azimuth dial is pointing toward grid north. The scale of the M5A2 fallout predictor and the map must be the same.

i. Evaluation. The simplified fallout prediction is now complete, and the operational aspects of the fallout hazard can be evaluated.

6. EXAMPLE PROBLEM - USE OF THE M5A2 FALLOUT PREDICTOR.

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a. Situation. Assume that the S3, 2d Bn, 62d Inf, has the following effective downwind message and NBC 2 report available:

	NBC 2		EFFECTIVE DOWNWIND MESSAGE	
ALFA	24		ZULU	240900Z
DELTA	240730Z		ALFA	080015
FOXTROT	MN553298		BRAVO	085015
HOTEL	Surface		CHARLIE	090016
NOVEMBER	16		DELTA	100010
			ECHO	110025
			FOXTROT	120020

b. Action. Use the M5A2 fallout predictor to make a fallout prediction. The estimated yield (16 KT) (Line NOVEMBER NBC 2 Report) lies within the yield group CHARLIE (5 KT to 30 KT). Therefore, use the effective downwind direction and effective wind speed from line CHARLIE of the effective downwind message, and use the "C" semicircle on the fallout predictor. From the nomogram on the predictor, using a yield of 16 KT and an effective wind speed of 16 kilometers per hour, read the downwind distance of the Zone of Immediate Operational Concern (Zone 1) to be 18 kilometers. Draw an arc between the radial lines of the predictor at a distance of 18 kilometers downwind from ground zero (figure 2). Double this distance and draw a second arc between the radial lines of the predictor at a distance of 36 kilometers downwind from ground zero. Draw straight lines tangent to the 30-KT cloud radius semicircle and extending to the intersection points of the Zone 1 arc with the radial lines. The area inclosed by the two lines, the 30-KT semicircle and the 18-kilometer arc, is the predicted Zone of Immediate Operational Concern (Zone 1). The area inclosed by the 18-kilometer and 36-kilometer arcs and the radial lines is the predicted Zone of Secondary Hazard (Zone 2). Draw a series of dashed arcs at distances equal to the product of the effective wind speed (16 kilometers per hour) and the hours of interest after the burst to represent the estimated times of arrival of fallout (16 kilometers at H + 1 and 32 kilometers at H + 2) (figure 2). Arcs that fall outside Zone 2 need not be drawn. Draw a straight line from the center of the azimuth dial through the effective downwind direction (90 degrees) on the azimuth dial and label the line grid north (GN). Place the center of the azimuth dial on the predictor over the estimated GZ (MN553298) on the map (the scales of the map and predictor must correspond), and rotate the predictor around the ground zero point until the GN line is pointing toward grid north. The predictor is now oriented so that fallout is going toward 90 degrees. The area covered by fallout can now be evaluated. Figure 2 is an example of a schematic depicting unit boundaries with coordinating points at the forward edge of the battle area (FEBA).

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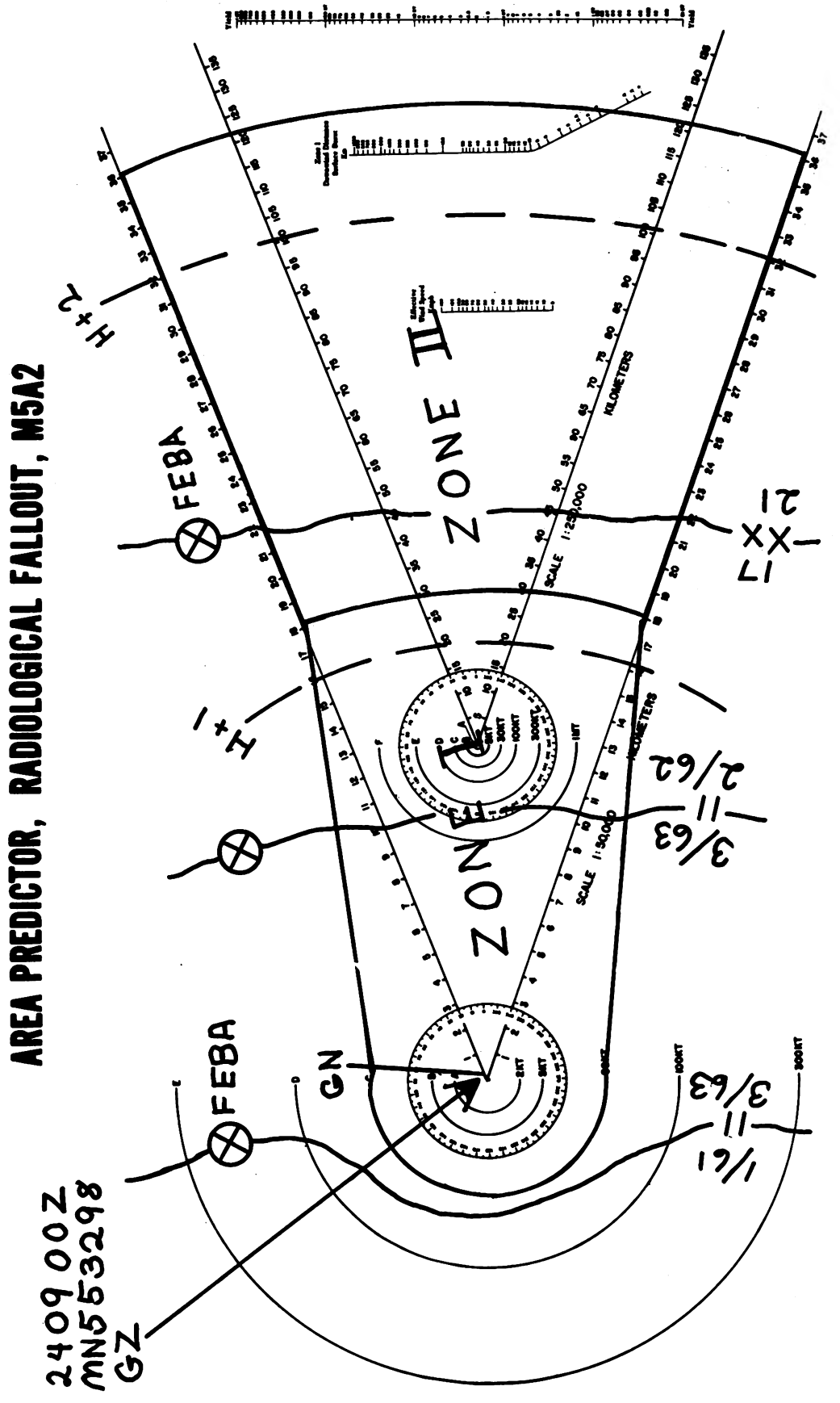

Figure 2. Example problem - Preparation of a simplified fallout prediction for a 16-KT yield burst.

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7. CONCLUSION. Once a fallout prediction is completed and oriented on the appropriate map, the commander and his staff begin a planning sequence to determine the impact of the fallout on the scheme of maneuver. Decisions to move troops or equipment should not be made based solely on a fallout prediction. The fallout prediction plot indicates an area within which the fallout is expected to settle on the earth. The only means of determining the exact location of fallout is to wait until the majority has fallen and physically measure the intensity to determine the location of the fallout by radiological monitoring and survey techniques. Refer to FM 3-12.

TASK NUMBER: 071-11B-0183

REFERENCES:

FM 3-22, Fallout Prediction

FM 21-40, Chemical, Biological, Radiological, and Nuclear Defense

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE DETAILED FALLOUT PREDICTION FROM THE NBC 3 (NUCLEAR) REPORT.

EVALUATION

CONDITIONS:

During combat operations, CPX, FTX, or peacetime contingency, given the commander's/S2's guidance (to include time available for preparation), a map of the operational area, tape, overlay paper, colored pencils (red, black, blue, green, and yellow), #2 pencil, coordinates scale, and an NBC 3 message.

STANDARDS:

Prepare a detailed fallout prediction on overlay paper from the NBC 3 (Nuclear) report that shows the following:

1. Location of GZ, the mapscale and date-time of the burst.

2. The location of the Zone of Immediate Operational Concern (Zone 1) and the extent of the Zone of Secondary Hazard (Zone 2).

3. The time fallout will arrive for the hour(s) of interest using time of arrival arcs.

4. The overlay must be prepared without error.

TRAINING

1. NBC 3 (Nuclear) Report.

a. The detailed fallout prediction is disseminated in the form of a fallout prediction message, the NBC 3 (Nuclear) report, which is produced by the chemical, biological, and radiological element (CBRE). This message is used to issue an immediate warning of expected contamination resulting from a nuclear detonation.

b. The NBC 3 format for the report is a series of letter items, preceded by the phrase "NBC 3 (Nuclear)." The NBC 3 format is as follows:

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EXAMPLE:

NBC 3 (NUCLEAR)

ALFA	**24**
DELTA	**240700Z**
FOXTROT	**MN340670 (Actual)**
YANKEE	**02520292 (Degrees)**
ZULU	**019 030 05**

c. Explanation of the Report is as follows:

(1) The first line, **ALFA** is the strike serial number assigned by the CBRE at the operations center responsible for the area in which the strike occurs.

(2) The second line, **DELTA,** gives the date and time (local or zulu) of the burst.

(3) The third line, **FOXTROT,** gives the 100,000 meter square identification and coordinates of ground zero (GZ).

(4) The fourth line, **YANKEE,** gives the azimuths of the left and right radial lines of the predicted area.

EXAMPLE: 02520292 (degrees).

(a) The first four digits, 0252, indicate that the left radial line is 252 degrees from the grid north.

(b) The second four digits, 0292, indicate that the right radial line is 292 degrees from grid north.

(5) The fifth line, **ZULU,** has three sets of digits.

EXAMPLE: 01903005

(a) The first three digits, 019, represent the effective wind speed in kilometers per hour. The effective wind speed multiplied by the time of interest in hours after the burst gives the estimated distance downwind at which fallout will arrive for the hour(s) of interest.

(b) The second three digits, 030, represent the predicted downwind distance, in kilometers, of the Zone of Immediate Operational Concern (ZONE 1). The extent of the Zone of Secondary Hazard (Zone II) is twice the downwind distance of Zone I or 60 kilometers.

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(c) The last tow digits, 05, give the cloud radius as 5 kilometers.

2. HOW TO PREPARE A DETAILED FALLOUT PREDICTION.

a. Prediction Plot. Upon receipt of an NBC 3 (Nuclear) report, the recipient will prepare a fallout prediction plot on a piece of overlay paper or other transparent material by using the following procedures:

NOTE: Explanation is keyed to sample NBC 3 nuclear report and figure 1.

(1) Identify the prediction by marking and labeling some point on the overlay paper as GZ, draw and label a grid north line, write in the map scale and date-time of the burst **(DELTA 240700),** and reference the overlay with GZ coordinates **(FOXTROT MN340670)** or index points. See NBC 3 report format example, paragraph 1b and figure 1.

(2) From the ground zero point, draw the left **(YANKEE 0252)** and right **(YANKEE 0292)** radial lines at the proper azimuths from the grid north line.

(3) Draw an arc between the two radial lines with a radius equal to the downwind distance of Zone I **(ZULU 030),** using GZ as center. Draw an arc between the two radial lines at twice this radius for the downwind distance of Zone II.

(4) Draw a circle around ground zero with a radius equal to the radius of the stabilized cloud **(ZULU 05).**

(5) Draw tangents from the outer edge of the ground zero circle to the points of intersection of the radial lines with the Zone I arc.

(6) Draw as many dashed time-of-arrival arcs between the radial lines or tangent lines as will fall within the zones. Label each time-of-arrival arc as hours after H-hour. Times of arrival are estimated by using the effective wind speed **(ZULU 019)** as indicated in b below. If a time-of-arrival arc coincides with a zone boundary, extend the zone boundary with a dashed line and label with the appropriate time of arrival.

b. Times of Arrival.

(1) The downwind distances to which fallout will extend in specified periods of time can be estimated by multiplying the effective wind speed by the time of interest expressed in hours after the burst. Determining time-of-arrival arcs representing the expected downwind extent of fallout at prediction. Time of arrival of fallout at a specific distance from ground zero can be estimated by dividing that distance by the effective wind speed.

$$\text{Time-of-arrival (hr)} = \frac{\text{distance from GZ (km)}}{\text{effective wind speed (kmph)}}$$

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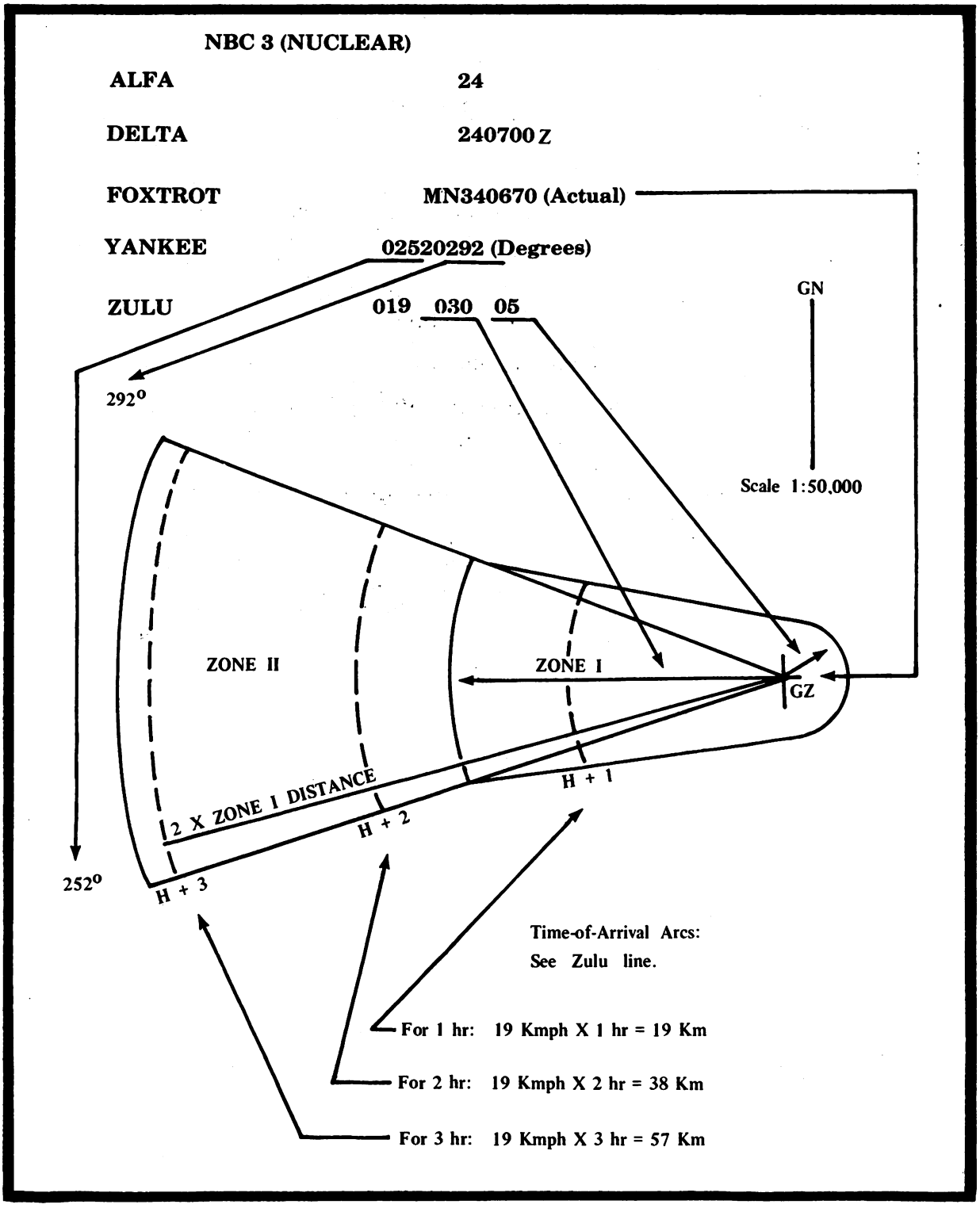

Figure 1. Preparation of a Detailed Fallout Prediction from the NBC 3 (NUCLEAR) Report.

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(2) For operational purposes, the following rules of thumb may be applied to the actual arrival of fallout:

(a) The actual arrival of fallout may occur as early as ½ the estimated time of arrival. That is, if the estimated time of arrival of fallout is H+4 hours, actual arrival of fallout may occur as early as H+2 hours.

(b) If actual arrival of fallout has not occurred at twice the estimated arrival time, or 12 hours, whichever is earlier, then it may be assumed that the area will not receive fallout. That is, if the estimated time of arrival of fallout in an area is H+4 hours and fallout has not occured at H+8 hours, then it may be assumed that the area will not receive fallout.

c. Orientation. With the fallout prediction completed, orient the overlay on the operations map and estimate the operational impact. To orient the fallout prediction, place GZ of the plot on the map at the coordinates of the actual or assumed GZ, with the GN line pointing toward the grid north.

d. Monitoring and Surveying. Once a fallout prediction is completed and oriented on the appropriate map, the commander and his staff will begin a planning sequence to determine the impact of the fallout on the scheme of maneuver. Decisions to move troops or equipment should not be made based solely on a fallout prediction. The fallout prediction plot indicates an area within which the fallout is expected to settle on the earth. The only means of determining the exact location of fallout is to wait until the majority has fallen and physically measure the intensity to determine the location of the fallout by radiological monitoring and survey techniques (FM 3-12).

TASK NUMBER: 071-11B-0184

REFERENCES:

FM 3-22, Fallout Prediction
FM 21-40, Chemical, Biological, Radiological, and Nuclear Defense

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TRAINING AND EVALUATION OUTLINE

TASK
RECEIVE AND FORWARD NBC 4 REPORT.

EVALUATION

CONDITIONS:

As the intelligence sergeant operating in the TOC, given a knowledge of the preparation of NBC 4 Reports and incoming NBC 4 report(s) from subordinate unit(s).

STANDARDS:

1. Receive, decode and interpret initial and subsequent NBC 4 reports from subordinate units.

2. Note whether dose rate readings have been noted as "initial", "increasing", "peak", or "decreasing". Indicate if readings deviate from standard readings.

3. Send the report to the next higher headquarters and as a minimum it will contain letter items Q, R, and S.

4. Maintain a file of all NBC reports according to area.

TRAINING

1. This report is used for radiation dose-rate measurements. Be sure to maintain a file of all NBC 4 reports. They are used to prepare the NBC 5 reports by the division chemical, biological, radiological element; you may use the NBC 4 report to update the situation map with contaminated areas that may act as barriers to your units tactical operations.

2. The incoming NBC 4 report(s) will consist of a series of radiological dose-rate measurements. Each measurement will consist of letter items Q (location of reading), R (dose rate in rad/hour which has **not** been normalized to H + 1 hours), and S (date/time of reading). These letter items will be repeated for each measurement addressed in the report (see figure 1).

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3. Radiation dose rates are measured in the open, 1 meter above the ground. Other conditions will be specified in the message.

4. Example Situation: Company A, 2d Battalion of the 1st Brigade, is transmitting radiation dose-rate measurements. The call sign of the 2d Battalion is H4X02. The local time zone is HOTEL. An example of the first NBC 4 radiation dose-rate message is given below:

H4X02 ..... Call Sign 2ND BN

IMMEDIATE NBC 4 ..... PRECEDENCE

FROM 25J26 ..... YOUR CALL SIGN

QUEBEC LIMA BRAVO..... LOCATION OF READING

ROMEO 35 INITIAL ..... DOSE RATE

SIERRA 201735 HOTEL..... DATE/TIME OF READING

SAMPLE NBC #4 REPORT FOLLOWS (Figure 1):

LETTER	MEANING	EXAMPLE
	Precedence	_____
	Date/time (local or ZULU time, state which)	_____
	Security Classification	_____
	From	_____
	To	_____
	Type of Report	_____
		NBC 4 (NUCLEAR)
Q.	Location of reading (UTM).	Q. LB 123987
R.	Dose rate (rad/hr). (This is NOT normalized to H + 1 hour.) The words "initial," "increasing," "peak," or "decreasing" may be added.	R. 35 INITIAL
S.	Date/time of reading (local or ZULU, state which).	S. 201735 (local)
		Q. LB 129965
		R. 60
		S. 201650 (local)
		Q. LB 146808
		R. 27 INCREASING
		S. 201710 (local)

Figure 1. NBC 4 Report.

TASK NUMBER: 071-11B-0185

REFERENCES:

FM 3-12, Operational Aspects of Radiological Defense
FM 21-40, Chemical, Biological, Radiological, and Nuclear Defense

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TRAINING AND EVALUATION OUTLINE

TASK
RECEIVE/POST/DISSEMINATE NBC 5 REPORT.

EVALUATION

CONDITIONS:

As an intelligence sergeant, given an NBC 5 report for a single NBC attack in a particular area and a map of the area. For training purposes a 1:50,000 map is recommended.

STANDARDS:

1. Send the completed NBC 5 report to subordinate, attached, and supporting units over the command net. When time permits, overlays of traces of the contour lines should be prepared and sent to subordinate units to supplement the NBC 5 report.

2. Record the arrival of the NBC 5 report and any action taken regarding it in the intelligence daily staff journal report, DA Form 1594. File a copy of the NBC 5 report in the daily staff journal file.

3. Post the plotted contamination contour lines on the staff situation map with correct notations.

TRAINING

1. The NBC 5 report is used to locate the area of chemical, biological, or radiological contamination or hazard. The report is best sent as a trace or overlay if time and distance permit. The NBC 5 report is normally prepared by the nuclear, biological, and chemical element at division and is disseminated to lower units.

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2. When the contamination has arisen from a single enemy or unidentified nuclear burst, the dose rate will always refer to H + 1 hour, and the letter item T will be used. When there have been several nuclear detonations at different times or on different days and no single H + 1 hour is possible, the dose rate will be reported as having occurred at a specified time, using letter item O. Letter items O and T cannot be used in the same report.

3. To plot the NBC 5 report on the situation map, first plot all the 1,000 rad/hr 100,000 meter squad identification coordinates. Connect these points with a red line to form a contour line on your map. Repeat the procedure using a green line to mark the 300 rad/hr 100,000 meter square identification coordinates using a blue line; and finally, plot the 30 rad/hr 100,000 meter square identification coordinates with a black line to mark the contour. If there are insufficient coordinates to reasonably complete a contour line, then omit that contour line or lines. Annotate contour lines with appropriate dose rates. Since it is possible that the sending element may not have sufficient readings for all four contours, and since it is better to put out what information there is as fast as possible, it is not necessary for an NBC 5 report to contain all four of the contours of different dose rates. Four are given to provide flexibility. (In the example (figure 2) only two are reported.)

4. When a contour closes to form a complete ring, the first coordinate is repeated at the end (see example for 300 rad/hr).

5. Colors for plotting contours and when sending the report as a trace are as follows:

Red for 1,000 rad/hr.

Green for 300 rad/hr.

Blue for 100 rad/hr.

Black for 30 rad/hr.

Yellow for chemical and biological contamination or hazardous area.

6. Contour lines must be annotated with the dose rates.

7. Decay rates can be found under letter item R.

8. Users of NBC 5 are not confined solely to the use of the letter items shown in the examples; other letter items will be added as needed or as requested.

9. Remember that the time referred to in all NBC reports by NATO forces operating in a NATO area is **ZULU time.**

10. The following example (figure 1) is a sample NBC 5 report:

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Figure 1. NBC 5 Report.

LETTER	MEANING	EXAMPLE NUCLEAR	EXAMPLE CHEMICAL AND BIOLOGICAL
	Precedence Date/time (local or ZULU time, state which) Security Classification From To Type of Report	NBC 5 (NUCLEAR)	NBC 5 (CHEMICAL/ BIOLOGICAL)
A.	Strike serial number(s) causing contamination (if known).	A. 24	A. 1
O.	Reference date/time for estimated contours (see note 4 above) when not H = 1 hour.		
S.	Date/time contamination initially detected (chemical or biological) (local or ZULU time, state which).		S. 200800 (local)
T.	H = 1 date/time or date/ time or latest reconnaissance of contamination in the area (chemical or biological). State whether local or ZULU time.	T. 201505 ZULU	T. 201045 (local)
U.	1,000 rad/hr contour line coordinates.		
V.	300 rad/hr contour line coordinates.	V. ND 651455 ND 810510 ND 821459 ND 651455	
W.	100 rad/hr contour line coordinates.	W. ND 604718 ND 991686 ND 114420 ND 595007	
X.	30 rad/hr contour line coordinates, or located area of contamination (chemical or biological).		X. CHEMICAL ND 206991 ND 201575 ND 200787 ND 206991

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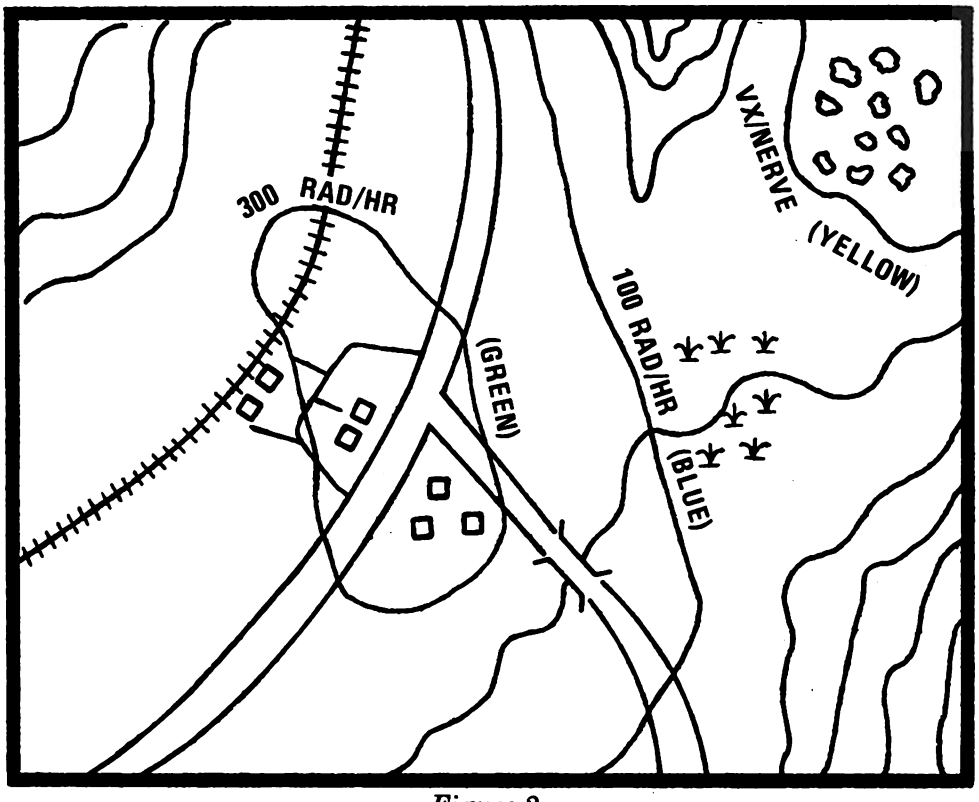

Figure 2.

TASK NUMBER: 071-11B-0186

REFERENCES:

FM 3-12, Operational Aspects of Radiological Defense
FM 21-40, Chemical, Biological, Radiological, and Nuclear Defense
STANAG 2008
STANAG 2103

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TRAINING AND EVALUATION OUTLINE

TASK

PREPARE INTELLIGENCE SUMMARY (INTSUM).

EVALUATION

CONDITIONS:

As the intelligence sergeant, given information on the enemy situation in forward and rear areas, enemy operations and capabilities, weather and terrain, and a specific time period to be concerned with.

STANDARDS:

Prepare a clear and concise summary of the information, covering the specified time period, to be disseminated to higher, lower, and adjacent units.

TRAINING

1. The INTSUM is a brief summary of information of intelligence interest covering a period of time designated by the commander. The length of the time period will vary with the desires of the commander. The INTSUM provides a summary of the enemy situation in forward and rear areas, enemy operations and capabilities, and weather and terrain characteristics. The INTSUM is an aid in assessing the current situation and updating other intelligence reports. Negative information will be included in the INTSUM but non-operational information will be excluded. The INTSUM reflects the intelligence staff's interpretation and conclusions as to enemy capabilities and probable courses of action.

2. The INTSUM normally is prepared at brigade and higher echelons and is disseminated to higher, lower, and adjacent units.

3. An INTSUM has no prescribed format except that the word "INTSUM" will be the first item of the report. However, when involved in joint service operations, originators of INTSUMs will use the format prescribed in Chapter V, JCS Publication 12. JCS Publication 12 is a classified document which is used during joint service exercises and operations. (Non-essential detail should be excluded from the INTSUM, but, as indicated by the example format, information concerning the issuing unit, date/time/group (DTG) of issue, brief discussion of capabilities and vulnerabilities, and conclusions must always be included.) A type format and an example of an INTSUM are provided below.

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4. SAMPLE FORMAT AND EXAMPLE INTSUM:

(1) Format of an Intelligence Summary.

Note: Omit items not applicable unless otherwise indicated.

1. Issuing unit (always included).
2. Time and date of issue (always included).
3. Summary of enemy activity for period.
   a. Ground activity.
   b. Trace of forward elements.
   c. Potential targets for nuclear weapons.
   d. Nuclear activity.
   e. CB activity.
   f. Air activity.
   g. Other (new tactics, counterintelligence, etc.).
4. Enemy personnel and equipment losses.
   a. Personnel (KIA).
   b. Prisoner of war.
   c. Equipment destroyed or captured.
5. New obstacles and barriers.
6. Administrative activities.
7. New identifications.
   a. Units.
   b. Personalities.
8. Enemy movements.
9. Estimates number and types of vehicles.
10. Weather and terrain conditions.
11. Brief discussion of capabilities and vulnerabilities (always included).
12. Conclusions (always included).

IMMEDIATE

TO CG 2D CORPS
INTSUM NUMBER 144 ENDING 040600 PARA 3 ALFA AGGRESSOR CONTINUED DEFENSE IN ZONE EXCEPT FOR LOCAL ATTACK AT 0415 ICINITY R376759 WITH ESTIMATED 90 MEN CMM 3 MEDIUM TANKS CMM AND LIGHT ARTILLERY SUPPORT PD ATTACK REPULSED PD PARA 3 DELTA ATTACK PRECEDED AT 0410 BY VERY HIGH AIR BURST NUCLEAR WEAPON CMM GROUND ZERO R374761 CMM DELIVERY MEANS UNDETERMINED CMM YIELD ESTIMATED AT 0 PD 5 KT PD PARA 3 FOXTROT ATTACK SUPPORTED BY 2 JET ATTACK AIRPLANES BOMBING AND STRAFING VICINITY R396-756 FOR 5 MINUTES STARTING AT 0425 PD PARA 4 ALFA CONFIRMED 20 KIA CMM ESTIMATED 5 KIA CMM PA PARA 4 BRAVO 10 INCLUDING 2 WIA PD PARA 4 CHARLIE 2 MEDIUM TANKS DESTROYED CMM 1 DAMAGED CMM 1 JET ATTACK AIRCRAFT SHOT DOWN PD PARA 6 PRISONER STATES AMMUNITION SUPPLY IN FORWARD UNITS RUNNING LOW PAREN CHARLIE DASH 3 PAREN PD PARA 7 ALFA PATROL REPORTS BATTERY 152 MM GUN-HOWITZERS AT R303292 PD PRISONERS CONFIRM LOCATION 2D BATTALION CMM 17F MECH REGIMENT VICINITY R375 758 PAREN BRAVO DASH 1 PAREN PARA 8 AIRBORNE RADAR RE-

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(2) Examples of a Division INTSUM (full distribution not indicated) FM CG 52D INF DIV (MECH).

CONNAISSANCE DETECTED 10 TRUCKS MOVING SOUTH ON ROAD AT R330280 AT 0345 PD PARA 9 PROBABLY ROUTINE SUPPLY VEHICLES PD PARA 10 SNOW STARTED AT 040545 AND CONTINUING PD GROUND FROZEN HARD AND SUPPORTS ALL TYPES OF VEHICLES PD PARA 11 LOCAL ATTACK REPORTED PROBABLY WAS TO SEIZE HILL 405 PD ENEMY IS CAPABLE OF CONTINUING DEFENSE IN PRESENT POSITION CMM MAKING LOCAL ATTACKS TO IMPROVE HIS DEFENSIVE POSITION CMM DELAYING TO STRONGER POSITION ALONG LAURIEX RIVER PD PARA 12 CONTINUED DEFENSE IN PRESENT POSITION MOST PROBABLE.

Note: In joint service operations, the format in JCS Publication 12 will be followed.

TASK NUMBER: 071-11B-5450

REFERENCES:

FM 30-5, Combat Intelligence
FM 101-5, Staff Officers' Field Manual: Staff Organization and Procedure

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TRAINING AND EVALUATION OUTLINE

TASK
EXTRACT AND USE INTELLIGENCE DATA FROM THE INTELLIGENCE ESTIMATE.

EVALUATION

CONDITION:

As an intelligence sergeant at battalion or brigade level upon receipt of an intelligence estimate during combat or peacetime contingency.

STANDARDS:

Review the intelligence estimate to determine new or changed intelligence data which will affect on-going or soon to be implemented operations or plans and --

1. Disseminate the data immediately to the appropriate staff section and affected elements.

2. Up-date work maps, situation map, and operation orders (via frgamentary orders).

3. Analyze data to determine enemy situation and capabilities, verify spotreports, and identify enemy units and personnel.

4. Disseminate confirmed data in subsequent INTSUM(s).

TRAINING

1. The intelligence estimate is a logical, orderly examination of facts concerning the area of operation and the enemy and their effect on the accomplishment of the unit's mission. The estimate reflects all the intelligence available to the individual preparing the estimate and results in the conclusions he derives after analyzing the intelligence. Preparing an intelligence estimate is a continuing process. As new intelligence is acquired, it is incorporated into the estimate and depending upon the significance may result in new conclusions. The estimate is normally prepared by division and higher echelons. It contains intelligence collected by all agencies organic to the preparing unit and all intelligence received from adjacent and higher units.

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2. As the intelligence NCO assigned to a battalion or brigade intelligence section, you will receive an intelligence estimate from division on a recurring basis. This estimate will provide you with a source of intelligence to include facts on the weather, the terrain, the enemy forces opposing your unit and an estimate of the enemy's probable courses of action. These are facts you will need to prepare the intelligence summary (INTSUM), to evaluate, update, and verify information, to identify opposing units, to update your work map and situation map, and to provide other information to the commander.

3. The format of the intelligence estimate is shown in outline form in figure 1. The following material explains where specific information can be found in the estimate.

INTELLIGENCE ESTIMATE

1. MISSION
2. THE AREA OF OPERATIONS
   a. Weather
   b. Terrain
   c. Other characteristics
3. ENEMY SITUATION
   a. Disposition
   b. Composition
   c. Strength
   d. Recent and Present Significant Activities
   e. Peculiarities and Weaknesses
4. ENEMY CAPABILITIES
   a. Enumeration
   b. Analysis and Discussion
5. CONCLUSIONS
   a. Best Utilization of Terrain
   b. Probable Course(s) of Action
   c. Vulnerabilities

Figure 1. Intelligence Estimate Format.

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a. Paragraph 1 **(Mission)** is a restatement of the assigned and/or assumed mission of the command.

b. Paragraph 2 **(The Area of Operations)** is divided into three subparagraphs which provide information on the weather, terrain, and other characteristics.

(1) **Weather.** Includes current weather forecast and light data in tabular form to include beginning of morning nautical twilight (BMNT) and civil twilight, the ending of evening nautical twilight (EENT) and civil twilights, moonrise, moonset, phase of the moon and other information as available.

(2) **Terrain.** Includes a discussion of the tactical aspects of the terrain to include observation and fire, cover and concealment, obstacles, key terrain features, and avenues of approach.

(3) **Other Characteristics.** Usually contains pertinent information on sociology, politics, economics, psychology, and other factors relating to the area.

c. Paragraph 3 **(Enemy Situation).** Presents factual data which portrays the enemy situation divided into 5 subparagraphs (Disposition composition, strength, recent and present significant activities, peculiarities and weaknesses).

(1) **Disposition.** Describes the location and development of the enemy to include the manner in which the enemy is utilizing the terrain. For example, is he dug-in, deployed, or moving. This information is normally depicted on the situation and intelligence work maps.

(2) **Composition.** Contains the organizational structure (infantry, armor, or other), specific unit identification, and other order of battle information.

(3) **Strength.** Includes enemy strength which is categorized and described in terms of --

(a) Committed forces.

(b) Reinforcements.

(c) Air.

(d) Nuclear - chemical - biological warfare capability.

4) **Recent and Present Significant Activities.** Includes the activities in which the enemy is presently or has recently been engaged.

(5) **Peculiarities and weaknesses.** Are generally described as:

(a) Personnel. Data relative to enemy authorized strength, morale and combat efficiency.

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(b) Intelligence. Failure of the enemy intelligence or counter-intelligence effort.

(c) Operations. Any use of the terrain, disposition of forces, lack of mobility, or other information which reflects adversely on the enemy's tactical judgment or capability.

(d) Logistics. Shortages or inadequacies of supplies, or failure to equip for existing conditions.

(e) Civil Affairs. Attitude of the civil populace toward friendly and enemy forces.

(f) Personalities. Professional competence and known idiosyncrasies of the enemy commander.

d. Paragraph 4 **(Enemy Capabilities)** includes courses of action which the enemy can adopt and which, if adopted, will influence favorably or unfavorably the accomplishment of the friendly mission. A course of action is not, in itself, a prediction of what the enemy will do, but rather it is a succinctly stated description of what the enemy can do.

(1) **Enumeration.** Based on his knowledge of the mission, his analysis of the area of operations, his consideration of the enemy situation (all of which were discussed in the first three paragraphs of the estimate), and our own situation, the writer of the estimate lists the possible enemy courses of action. He states WHAT the enemy can do, WHEN he can do it, WHERE he can do it, and IN WHAT STRENGTH he can do it. A completely stated enemy capability includes all of these elements. The considerations affecting their determination are discussed in the next subparagraph.

(2) **Analysis and Discussion.** Based on an analysis of each enemy capability a judgment is made to which course of action the enemy is most likely to adopt.

e. Paragraph 5 **(Conclusions)** is a summary of the estimator's total consideration of the effects of the weather, the terrain, and the enemy on the unit's mission. The conclusions are stated in terms of the best use of the terrain, the most probable courses of action and the enemy vulnerabilities.

TASK NUMBER: 071-11B-5451

REFERENCE:

FM 30-5, Combat Intelligence.

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TASK
PREPARE INTELLIGENCE COLLECTION PLAN.

EVALUATION

CONDITIONS:

Given a combat or simulated combat environment, your battalion mission, commander's guidance, and the collection assets available.

STANDARDS:

The collection plan must as a minimum specify:

1. The specific information desired.
2. The agencies tasked to obtain the desired information.
3. Necessary notes to indicate the progress of the collection effort.

TRAINING

1. GENERAL:

a. The scope of the collection of information at brigade and battalion levels is greatly reduced as compared to that of higher echelons. However, the collection effort is a major task at any echelon and requires an organized and purposeful approach by the S2.

b. The S2 is rarely able to present to the commander and staff all the intelligence data they require at any given time without the necessity for collection of information. When the commander and staff are apprised of the intelligence reflected in the S2's current estimate, they normally have additional questions. These unanswered questions constitute the intelligence requirements of the command and provide the S2 with the basis for his collection planning.

c. The collection plan does not have a prescribed format. It can range from a fragmentary worksheet to a long, detailed plan. The type and makeup of the collection plan will depend upon the size of the unit, the mission, the situation, and the personalities concerned. At brigade or battalion levels, because of the time and operational limitations, the collection plan must take the simplest form possible, consistent with operational necessity. It covers an entire operation and is continually revised as required. Regardless of what form of plan is chosen, it must be patterned to meet the S2 needs at any given time.

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2. PREPARATION OF THE COLLECTION PLAN.

a. A collection plan includes the following: (Explanation is keyed to figure 1).

(1) The essential elements of information (EEI) and other intelligence requirements (OIR), is usually stated in question form. Example: Will the enemy attack? If so, when, where, and in what strength.

(2) The indications pertinent to the EEI and OIR. Example: Massing of mechanized elements, tanks, artillery and logistical support.

(3) The specific information sought in connection with each indication. Example: Report by size and type unit, type of movement and direction of traffic between the Red River and ridge vic RN 5046-5043.

(4) A listing of all available sources or collection agencies. Example: Bn OP, Patrols, Companies, etc.

(5) The place and time the information is to be reported if not specified in the unit SOP. Example: As observed.

(6) A remarks column to indicate the progress of the collection effort and notes for future actions.

b. Figure 1 is an example of a type collection worksheet. Remember that the collection plan is simply an orderly way to organize your collection effort and to insure that information is readily disseminated within the operations and intelligence sections. The plan will be supplemented as needed by workbooks, aerial and ground reconnaissance and observation plans. The key is that the plan must be logical and thorough in collecting information, and it must suit the needs of the tactical situation. It must be prepared, maintained and changed as needed in close coordination with the operations section.

TASK NUMBER: 071-11B-5470

REFERENCE:

FM 30-5. Combat Intelligence

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UNIT:

PERIOD COVERED: FROM: _____ TO: _____

(1) INTELLIGENCE REQUIREMENTS	(2) INDICATIONS	(3) BASIS FOR SPECIFIC ORDERS OR REQUEST	(4) AGENCIES								(5) PLACE & TIME TO REPORT INFOR-MATION	(6) REMARKS

Figure 1. Type Collection Worksheet.

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE GROUND SURVEILLANCE RADAR PLAN.

EVALUATION

CONDITIONS:

As a battalion intelligence sergeant, under combat or simulated combat conditions, given a current list of the assets of the battalion ground surveillance radar (GSR) section, the recommendations of the GSR section leader, and a list of priorities for radar coverage.

STANDARDS:

Insure that the GSR plan --

1. Locates radar teams to give maximum coverage of critical areas.

2. Includes an overlay depicting radar visibility diagrams.

3. Includes plans to cover significant dead space with other STANO (Surveillance, Target Acquisition, and Night Observation) devices or surveillance means.

TRAINING

1. The **ground surveillance radar plan** itself can be a written plan, an overlay on the situation map, or simply a mental concept. Plans for the employment of GSRs together with the employment of patrols, OP/LPs, unattended ground sensors, and night vision devices make up the **ground surveillance plan.** The ground surveillance plan may be prepared separately as an attachment to the basic operation order, or may be combined with an aerial surveillance and/or target acquisition plan as the basic surveillance plan. The key to preparing the ground surveillance radar plan is to understand what the radar sets used by your battalion can do for you.

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2. The primary mission of the ground surveillance radar section is to detect and identify moving targets within preselected avenues of approach and to provide limited broad battlefield surveillance. You should be aware that the ground surveillance section at battalion is capable of supporting your battalion's tactical mission in the following ways in addition to the obvious uses during periods of poor or limited visibility.

a. Monitor point targets such as bridges, defiles and road junctions. Accurate feedback can be gained on type of target, numbers and direction, and speed of movement.

b. Search known, likely, and suspected enemy positions.

c. Assist the visual observation of units during daylight hours by detecting and identifying targets partially obscured by haze, bright sunlight and smoke. This capability can be particularly valuable at the far end of the radar's range.

d. Survey final protective fire areas, barrage locations, and prepared targets to facilitate the delivery of timely and effective fire.

e. Survey areas of nuclear and non-nuclear fires to detect enemy activity afterward and assess the effect of fires.

f. Aid in controlling units during offensive operations. They can be particularly effective in aiding the control of night attacks.

g. Vector patrols through barriers when pinpoint accuracy is not required. This capability is limited in current ground radar.

h. Identify patrols or units by prearranged signals such as the swinging of a helmet when other communication has failed or is undesirable.

3. Keeping these capabilities in mind together with the characteristics and limitations of the radar sets available to support you, will insure that you employ radar to maximum effect in preparing your ground surveillance radar plan.

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4. The battalion S2 has primary staff supervision over the tactical employment of the ground surveillance section. The S2, after coordination with the S3, FSCOORD, and the ground surveillance section sergeant, recommends the method of employment to the commander. In creating the GSR plan, the S2 should consider certain concepts of employment in addition to the characteristics and capabilities listed above. Radar teams should be employed well forward on dominant terrain to take full advantage of the range capability. (The standard battalion radar, the AN/PPS-5A, has a minimum range of 50 meters and a maximum range of 10,000 meters for moving vehicles, or 6,000 meters for moving personnel. The radar found at division artillery, the AN/TPS-25A, can locate moving vehicles at 18,280 meters and moving personnel at 4500 meters.) Radar may be effectively employed in conjunction with OPs though radar personnel should **not** be used to man OPs unless absolutely necessary. Whenever possible, plan to give the radar teams direct communication with the supporting artillery fire direction center. Specific site selection should avoid ground clutter such as trees, bushes, or buildings as much as possible. Remember to plan to use radar to maintain surveillance over small critical points or areas (road junctions, bridges, suspected assembly areas) since one section cannot effectively cover a large number of points. Overall, the area of surveillance is normally the zone of action of the supported unit plus any areas of interest of supporting artillery. In preparing the ground surveillance radar plan, make maximum use of all assets to complement each other. The GSR plan should be dovetailed into plans for the use of aerial recon, patrol plans, plans for night observation devices, and unattended ground sensor plans as such assets are applicable or available.

5. The key to preparing a ground surveillance radar plan is to employ radar teams so that their capabilities are utilized to the maximum and their weaknesses are minimized. The limitations of radar sets must be recognized and either accepted or other assets employed to cover the dead space. Remember that radar is line of sight only. It has a limited foliage penetration capability. All radar sets have a minimum range limitation which must be considered. Minimum range of the AN/PPS-5A is 50 meters, for example. The radar visibility diagram is constructed on overlay paper to show the areas within the limit of serach of the radar that are masked or hidden from view of the radar set.

6. The radar visibility diagram is constructed in the following manner. See figure 1:

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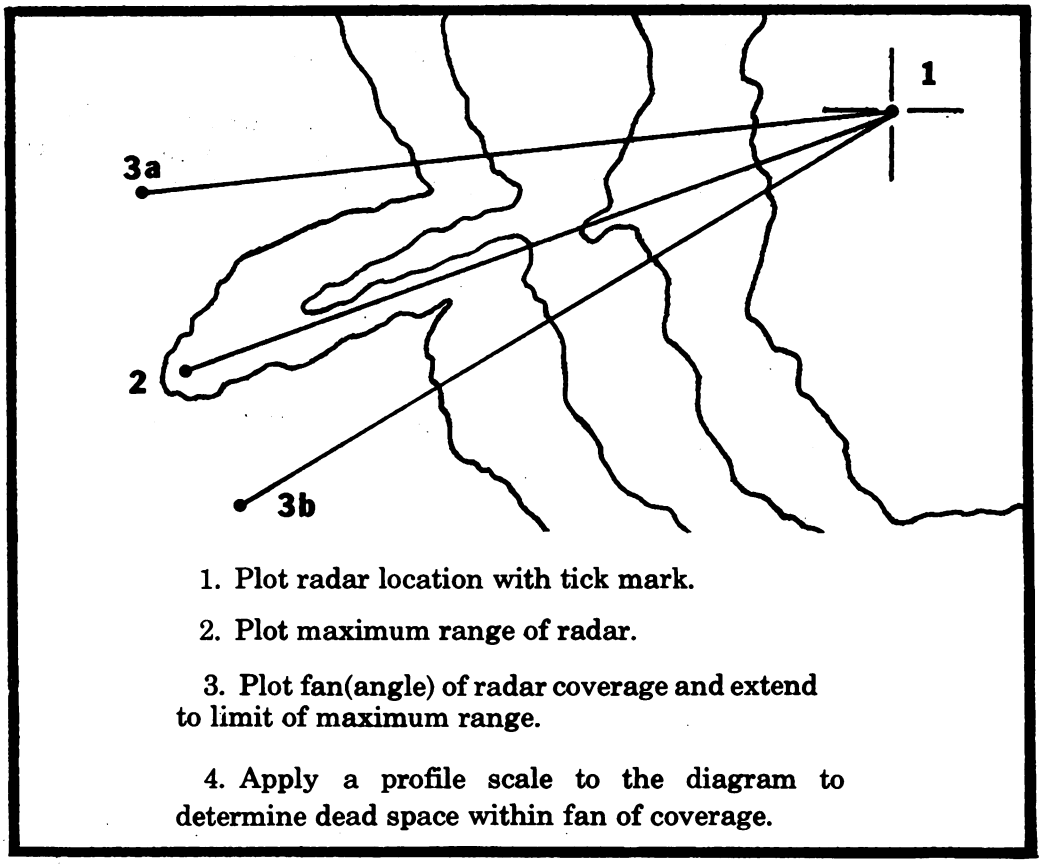
1
3a
2
3b
1. Plot radar location with tick mark.
2. Plot maximum range of radar.
3. Plot fan(angle) of radar coverage and extend to limit of maximum range.
4. Apply a profile scale to the diagram to determine dead space within fan of coverage.

Figure 1. Radar Visibility Diagram.

a. Orient your overlay paper to the map. Mark the overlay in reference to the map with reference marks at the intersection of grid lines. Secure the overlay to the map. Use a tick mark (-|-) to mark your radar position. Plot the maximum range of the radar and mark this point with a dot. Connect the two points with a straight line.

b. Measure and mark the angle to be searched. In the case of the AN/PPS-5 the angles of search on automatic are 100°, 90°, 60°, and 30°. To cover the greatest area use one of the larger angles. Mark the angle from the tick mark indicating the radar position using two dots. Extend the lines out to the maximum point of search or 10,000 meters.

c. Carefully check the area within the angle of search for dead space which your line of sight radar cannot scan. You may identify dead space by making a map analysis of the terrain within the angle scanned by the radar, but a terrain profile is more accurate. You must know where the dead space exists in order to fill gaps in your coverage by other means such as unattended ground sensors, patrols, OPs/LPs, or aerial reconnaissance. The only accurate way to determine dead space is by constructing and using the terrain profile. Paragraph 6-4 of FM 21-26, Map Reading, is the basic reference on constructing a terrain profile. Shade in all masked areas identified by the profile scale on the overlay.

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d. Repeat these steps for each visibility diagram.

7. The GSR plan maximizes the effective employment of your GSR support. It is depicted by the use of the radar visibility diagram. The GSR plan is one complementary part of the ground surveillance plan.

TASK NUMBER: 071-11B-5471

REFERENCES:

FM 21-26, Map Reading

FM 31-100 (Test), Surveillance, Target Acquisition and Night Observation (STANO) Operations

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE PATROL PLAN.

EVALUATION

CONDITIONS:

As an intelligence sergeant, given commander's planning guidance, essential elements of information (EEI), the current friendly and enemy situation, a situation map, the current ground surveillance plan (less the patrol plan), and a list of available patrolling assets to include personnel, time, and special equipment.

STANDARDS:

The plan must as a minimum:

1. Complement other elements of the ground surveillance plan so that the area of responsibility is effectively covered with the assets available.

2. Be coordinated with the S3.

3. Include a written or oral briefing for patrols stating the enemy situation and the specific information which the patrol is tasked to bring back.

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TRAINING

1. The S2's interest in patrol planning is in the gathering of combat intelligence. The patrol plan is one element of the **ground surveillance plan.** The patrol plan **complements** the other components of the ground surveillance plan. Thus, the patrol plan should be dovetailed into the **ground surveillance radar plan,** the use of **OPs/LPs, unattended ground sensor** support, and the employment of **night observation devices.** Patrols should also complement the **aerial surveillance plan** and should be carefully coordinated with other ongoing and planned **tactical operations.**

2. The patrol plan is based on the mission, the commander's planning guidance and the determination of specific EEI. Simply stated, you must determine what information you need to do your job. **The information that you don't know will drive your collection effort.** The S2's primary interest in patrolling is **to collect information** or to **confirm other information** already gathered.

3. Patrol planning must be done in **close coordination with the S3.** If done effectively, centralized patrol planning will use the assets of the rifle companies and the recon/scout platoon and prevent wasted effort. The keynote should be to plan patrols geared to a specific purpose. Coordination with the S3 is important so that the information arrives in time to aid in planning other operations. On the other hand, patrols must not be sent out so early that the information gathered is outdated before the beginning of the operation which it was intended to support.

4. Whatever the purpose, whether route reconnaissance, a prisoner snatch, or to gather or confirm information about enemy location, capabilities, or intentions, it is critical that patrols be given specific tasks. The patrol's job is made easier and the collection effort is enhanced by a **thorough briefing** prior to the patrol's departure. The patrol should be tasked with the most **specific indicators** that you can give them. Specific requests for information, whether it be collar insignia or soil samples from a river bottom, leave little room for individual interpretation or errors in analysis by the patrol. Do not forget that patrols may be usefully employed in a static surveillance role as well as in the usually used active role.

5. Patrols should be planned early enough to give the tasked unit time for its own necessary planning and preparation. The time will vary with the type and duration of the mission, the need for special equipment, and upon how accustomed the unit is to patrolling operations. Patrol planning should be accomplished with full knowledge of the capabilities and limitations of subordinate units being tasked.

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TYPE PATROL PLAN

DATE: _____

Patrol number	No 1	No 2	No 3
Unit assigned			
Task			
Type			
Size			
Route or zone			
Time of departure			
Time of return			
Location of check points			
Method of reporting			
Fire support plan			
Special equipment			

Figure 1.

6. Patrols should be **tailored** to the specific intelligence required. Don't, for example, depend on a patrol leader with only light infantry experience to analyze a route for trafficability of armored vehicles. Consider planning in coordination with the S3 for the attachment of any necessary **personnel with special skills** or qualifications. For example, a specific mission may require the use of linguists, guides, demolition specialists, pathfinders, or USAF combat control teams.

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7. Integrate your patrol plan with the **situation map.** Using a **patrol overlay** with the situation map is a good way to pull your collection effort together. Using the overlay technique will insure that your patrol plan **complements** other elements in the **ground surveillance plan** and is dovetailed into the plans for **aerial surveillance** and other **combat operations.** You will readily see gaps in coverage, and be able to plan for multiple collection agencies to confirm each other and prevent unnecessary duplication of effort.

TASK NUMBER: 071-11B-5472

REFERENCES:

FM 21-74, Patrolling
FM 30-5, Combat Intelligence
TEC Lesson 941-071-0049-F, Patrolling - Reconnaissance Patrol

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TRAINING AND EVALUATION OUTLINE

TASK
DEBRIEF PATROL

EVALUATION

CONDITIONS:

As an intelligence sergeant, given a patrol just returned from an operation, a copy of the patrol report format, and knowledge of the special intelligence requirements with which the patrol was tasked.

STANDARDS:

1. Insure that the debriefing is conducted as soon as possible after the patrol returns to friendly lines.

2. Insure that all squad members are present for the debriefing.

3. Prepare the standard Patrol Report (STANAG 2003) during the debriefing.

TRAINING

1. All patrols should be debriefed **as soon as possible** upon their return to friendly positions. Whenever possible the S2 or the intelligence sergeant should either conduct the debriefing or at least be present for the debriefing conducted by a platoon leader or company commander. Early debriefings insure that maximum information can be gleaned while still fresh in the minds of the patrol members.

2. The standard **patrol report** (figure 1) should be filled out on the conclusion of a patrol and can also be used as a guide for the **verbal debriefing.** Time and effort can be saved by a thorough briefing using a copy of the patrol report, as shown in figure 1, before the patrol departs on its mission. The point is to explain exactly what items of information are

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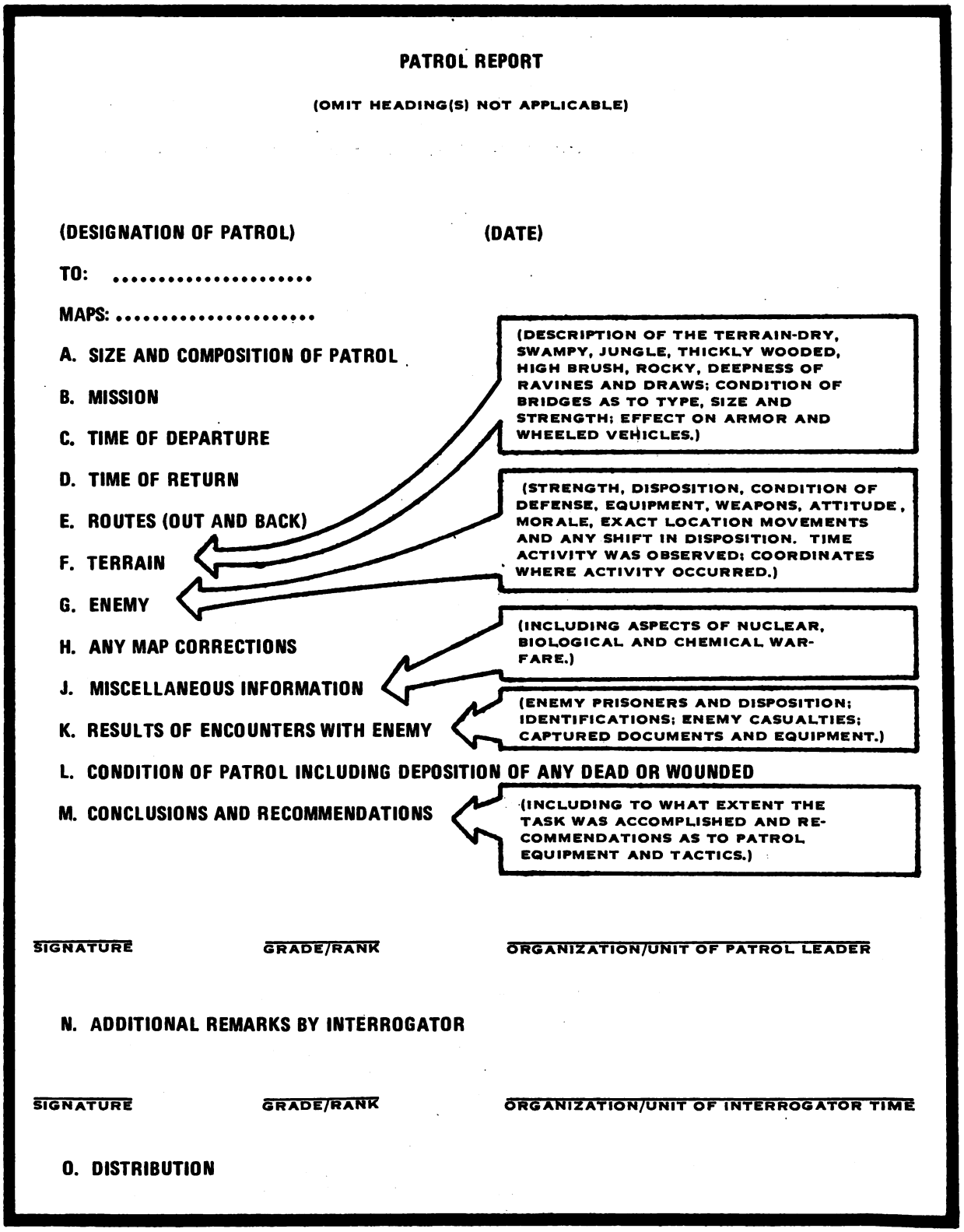
PATROL REPORT
(OMIT HEADING(S) NOT APPLICABLE)
(DESIGNATION OF PATROL)
(DATE)
TO: .....
MAPS: .....
A. SIZE AND COMPOSITION OF PATROL
B. MISSION
C. TIME OF DEPARTURE
D. TIME OF RETURN
E. ROUTES (OUT AND BACK)
F. TERRAIN
G. ENEMY
H. ANY MAP CORRECTIONS
J. MISCELLANEOUS INFORMATION
K. RESULTS OF ENCOUNTERS WITH ENEMY
L. CONDITION OF PATROL INCLUDING DEPOSITION OF ANY DEAD OR WOUNDED
M. CONCLUSIONS AND RECOMMENDATIONS
(DESCRIPTION OF THE TERRAIN-DRY, SWAMPY, JUNGLE, THICKLY WOODED, HIGH BRUSH, ROCKY, DEEPNESS OF RAVINES AND DRAWS; CONDITION OF BRIDGES AS TO TYPE, SIZE AND STRENGTH; EFFECT ON ARMOR AND WHEELED VEHICLES.)
(STRENGTH, DISPOSITION, CONDITION OF DEFENSE, EQUIPMENT, WEAPONS, ATTITUDE, MORALE, EXACT LOCATION MOVEMENTS AND ANY SHIFT IN DISPOSITION. TIME ACTIVITY WAS OBSERVED; COORDINATES WHERE ACTIVITY OCCURRED.)
(INCLUDING ASPECTS OF NUCLEAR, BIOLOGICAL AND CHEMICAL WARFARE.)
(ENEMY PRISONERS AND DISPOSITION; IDENTIFICATIONS; ENEMY CASUALTIES; CAPTURED DOCUMENTS AND EQUIPMENT.)
(INCLUDING TO WHAT EXTENT THE TASK WAS ACCOMPLISHED AND RECOMMENDATIONS AS TO PATROL EQUIPMENT AND TACTICS.)
SIGNATURE
GRADE/RANK
ORGANIZATION/UNIT OF PATROL LEADER
N. ADDITIONAL REMARKS BY INTERROGATOR
SIGNATURE
GRADE/RANK
ORGANIZATION/UNIT OF INTERROGATOR TIME
O. DISTRIBUTION

Figure 1. Patrol report form.

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needed. When this is done, the patrol is alerted to bring back specifics rather than broad generalizations or impressions. This is further facilitated in patrol planning by forming specific intelligence requirements. The patrol leader may be required to fill out the patrol report himself. This is most likely to happen when heavy patrolling activity is going on throughout the unit. A more satisfactory and timely product results in most cases, however, when the written report is prepared by the debriefer. The debriefer could be the S2, the S2 sergeant, a platoon leader, a company commander or his executive officer.

3. Insure that the debriefing procedure and the manner of completing the patrol report are made a matter of unit SOP. Soldiers and leaders should known exactly what to expect. You should aggressively go to the units to collect information and personally conduct debriefings whenever possible. Obviously, the time will come when activity is so heavy that it is impossible to do this. The key then is to preplan for this contingency and insure that company commanders and platoon leaders have been trained in basic intelligence skills and are capable of conducting effective debriefings.

4. Insure debriefings are conducted with **all patrol members present,** if at all possible. When all members are present the individuals's view of events can be easily expanded and the individual's memory stimulated by other observations. Maintain an **informal and informative atmosphere** to aid an easy flow of information. Don't proceed like an interrogator with a hostile prisoner.

5. The **patrol report** together with the specific intelligence requirements given the patrol should **guide your debriefing.** It is neither necessary nor desirable, however, to rigidly follow the format. Modify the sequence to suit your questioning technique and the information needed. Insure that you have carefully thought out and formed specific questions before the debriefing begins. You must, however, be capable of effective interaction with the soldiers being debriefed and depart from your planned procedure to pursue a new line of information that develops in the course of the debriefing. When available, a tape recorder is a useful tool to put together the patrol report and to analyze the patrol's comments later.

TASK NUMBER: 071-11B-5473

REFERENCES:

FM 21-74, Patrolling
TEC Lesson 941-071-0049-F, Patrolling - Reconnaissance Patrol

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TASK
REQUEST PREPLANNED/IMMEDIATE TACTICAL AIR RECONNAISSANCE.

EVALUATION

CONDITIONS:

As intelligence sergeant, during combat, simulated combat, or peacetime contingency, given unit standing operating procedure, and the air reconnaissance/surveillance request form standardized by your unit. (Joint Tactical Air Reconnaissance/Surveillance Request Form JCS Pub 12, Vol II, Appendix E, will be used if no other form is specified.)

STANDARDS:

1. For a preplanned request, all relevant items on the request form will be completed and transmitted to the next higher unit S2.

2. For an immediate request, the minimum essential elements as specified by unit SOP or as indicated on the request form will be completed and transmitted to the Air Liaison Officer (ALO) attached to your unit.

TRAINING

1. As an intelligence NCO at any level, you will be required to request air reconnaissance missions to support operations. Air reconnaissance is one of the tools available to the battalion and brigade S2 to extend the unit's ground reconnaissance capability. Army, Air Force, Navy, and Marine air assets are available for reconnaissance missions. Broad air recon capabilities include day or night operations to collect information about terrain, weather, and the disposition, composition, movement, installations, lines of communication and electromagnetic emissions of enemy forces. Air recon assets may be employed on a systematic or random surveillance of the battle area. Air reconnaissance requests should be planned to extend the coverage of the ground surveillance plan or to confirm information from other sources and agencies.

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2. Air reconnaissance assets may be requested either as **preplanned** missions or as **immediate** missions. Preplanned air recon missions are more economical and more efficient missions because of the time premitted to effect coordination, to plan, brief, and for higher headquarters to consolidate air mission requirements. Preplanned requests allow time to select and allocate the best aircraft and sensors for the specific mission. Preplanning also helps to eliminate waste by programing all available assets for specific mission accomplishment. Preplanned air recon missions also permit the necessary interpretation, integration, and dissemination of information to be programed into the total effort.

3. You should be aware that there are four broad types of air reconnaissance that can aid you in accomplishing your mission.

a. **Visual reconnaissance** consists of area search, specific search, route reconnaissance, and weapon fire adjustment. Visual air recon or surveillance is the most rapid way to get information from an aircraft. In many cases you may be able to get direct and on-the-spot reports from the aircraft over the area of interest. These reports are termed In Flight Reports (FLTREP). In Flight Reports are normally amplified by Mision Reports (MISREP). The MISREP is normally submitted within 30 minutes after the aircraft landing.

b. **Permanent Record Imagery** is essential to plan and execute operations when the **most detailed and accurate** information is necessary. The resulting images can be studied, analyzed, and interpreted much more accurately than visual reconnaissance reports. Permanent record imagery is gained through **photography, infrared sensory devices,** and **radar sensory devices.**

(1) **Photographic assets** include black and white, color, infrared, and camouflage detection films. Air photography is classified according to **camera position** (vertical, oblique, or panoramic) and **area coverage** (pinpoint, strip, area).

(2) **Infrared sensory devices** detect thermal radiation from the terrain and from objects on the terrain. Infrared systems operate most effectively at **low altitudes** and are limited to the area **directly below the aircraft.** As a result, IR is normally used for point, linear, or small area targets. With prior coordination, immediate inflight feedback can be provided to the requesting units through ground sensor terminals and from inflight readings of the display on the observer's console.

(3) **Radar sensory devices** include such equipment as SLAR (side looking airborne radar). SLAR is an **active electronic device** that emits energy and senses the emitted energy that is reflected by terrain or objects. SLAR can be used to **detect fixed targets or moving targets** and can provide immediate returns as with IR devices.

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c. **EW (Electronic Warfare) Reconnaissance** provides electronic order of battle information by **detecting, locating, and identifying high threat communications-electronics emitters** employed with weapons systems on the modern battlefield.

d. **Weather reconnaissance** is the last of the four types of air recon missions. Weather data can be obtained from visual observation and airborne weather and space indication devices. Weather data is used to update weather forecasts and as aids in making operational decisions.

4. In addition to knowing the nature of the reconnaissance mission which you are to request, you must know how to attach a **priority** to the request. There are three priorities agreed on by the Army and Air Force for joint operations. These priorities for air reconnaissance are explained in JCS Pub 12, Vol 2.

a. Priority Number 1 (Emergency): Targets which require immediate precedence over all other categories of mission priority.

b. Priority Number 2 (Priority): Targets which require immediate action and take precedence over routine targets.

c. Priority Number 3 (Routine): Targets of opportunity or targets which do not demand urgency in execution.

5. Your knowledge of request priorities and the types of air reconnaissance missions which can support your operations must be reinforced with knowledge of the air recon assets available in your operational area. CHECK with the **Air Liaison Officer** (ALO) in the Tactical Air Control Party (TACP) assigned from battalion level on up. He will be able to give advice on what assets and capabilities exist and how they can best be utilized to give you the results needed to plan operations. The TACP at division level includes a specialist in aerial reconnaissance. The specific **format** used **to request air reconnaissance and surveillance** is subject to variation between major commands. The specific form used by your unit should be specified in your SOP. Currently, the most accepted format (with minor modifications) is the Joint Tactical Air Reconnaissance/Surveillance Request Form as depicted in JCS Publication 12, Tactical Command and Control Planning Guidance and Procedures for Joint Operations, Volume II, Procedures and Formats, Appendix E (see figure 1).

6. As you look at the air recon request at figure 1, note the encircled letter items in the far left column. these items contain the information which the Army and Air Force have agreed upon as being the minimum essential information for all requests. This minimum requirement is designed to expedite immediate requests. Consider noting on your request whether **prior coverage** of the target area has been acceptable.

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7. Be as accurate as possible in listing the specific information required. Avoid the use of expressions such as "report items of military significance." The nature of the information required will help determine the type aircraft and equipment needed to provide the most accurate feedback. Air crews may also use this request form as a briefing aid for preplanned missions.

8. Once the request form is filled out it is simply transmitted to your next higher S2. The request follows S2 channels to the level where aircraft are allocated. Unless noted otherwise by your standing operating procedure, the requirements for **preplanned** and **immediate** air recon requests are based on urgency rather than significant changes in requesting procedures. Preplanned requests permit better planning and allocation of resources. When an urgent requirement for immediate air reconnaissance exists, the same air recon request shown in figure 1 is utilized. The **immediate request,** however, requires only that the **six encircled letter items** be forwarded **to facilitate prompt execution** of the required mission. The primary difference between the immediate and preplanned request is in the streamlined channel by which the immediate request is transmitted. Preplanned requests begin with the requesting unit's S2 and follow S2 channels to the Tacical Air Support Element (TASE) in the Tactical Operations Center at theatre Army level. The immediate request is transmitted much more directly. The requesting unit's S2 simply insures that the Air Liaison Officer (ALO) at his level (or the next higher if a Tactical Air Control Party is not assigned at battalion) is apprised of the request. The ALO transmits the immediate air reconnaissance request directly to the corps level (or separate division) Direct Air Support Center. Corps may allocate resources or forward the request to the theatre Army level if it has exceeded its allocations.

TASK NUMBER: 071-11B-8132

REFERENCES:

FM 100-26, The Air-Ground Operations System
JCS Pub 12, Tactical command and Control Planning Guidance and Procedures for Joint Operations; Volume II, Procedures and Formats, Chapter VII and Appendix E

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JOINT TACTICAL AIR RECONNAISSANCE/SURVEILLANCE REQUEST FORM

(L) REQUEST NO. _____ PREPLANNED: PRECEDENCE _____ PRIORITY _____
IMMEDIATE: PRIORITY _____

FROM:
TO:

M. TYPE RECON REQUESTED:

1. TYPE MISSION	A. VISUAL	B. IMAGERY	C. WX	
2. TYPE COVERAGE	A. STRIP/LOC	B. PINPOINT	C. AREA	D. AFLOAT
*3. SENSOR	A. OPTICAL	B. IR	C. SLAR	D. LASER E. OTHER
*4. TYPE PHOTO	A. VERT	B. OBLIQUE	C. PAN	D. STEREO
*5. TYPE FILM	A. B&W	B. COLOR	C. IR	D. CAMFLG DET

☐ APPROVED
☐ DISAPPROVED
BY/REASON
SENT
TIME BY

(N) MAP REFERENCE:
PRODUCER 1. AMS 2. ACIC/DMAAC 3. NAVOCEANO 4. OTHER (SPECIFY) _____
SERIES _____ SHEET _____ EDITION _____ DATE _____

RECEIVED
TIME BY
CHECKED BY

(O) TARGET COORDINATES AND DESCRIPTION:
1. UTM/LAT-LONG _____ 2. OTHER _____
3. TARGET DESCRIPTION:

A. AIRFIELD	F. COMM/ELEC/RADAR	K. MISSILE SITE-OFFENSIVE
B. ARMOR	G. DEFENSIVE POS/STRONG POINT	L. R/R YARD
C. ARTILLERY	H. HARBOR/PORT FACILITY	M. STORAGE AREA
D. BARRACKS	I. LOC	N. TROOPS/VEHICLES
E. BRIDGE	J. MISSILE SITE-DEFENSIVE	O. OTHER

ACKNOWLEDGED
BDE REGT
DIV
CORP
OTHER
COORDINATION
RCVD DTG

(P) ESSENTIAL ELEMENTS OF INFORMATION (EEI) TO BE SATISFIED: _____

BY (G-2) (AIO)
DTG
COORDINATED

Q. *ACCEPTABLE PHOTO SCALE/SCALE LIMITS:

(R) REPORTS AND NUMBER OF PRINTS OR PLOTS REQUIRED:
1. REPORTS A. INFLTREP (CS/FREQ _____ B. MISREP C. HOTPHOTO D. IPIR E. SUPIR
2. PRODUCTS (QUANTITY) A. PRINTS B. DUPOS C. NEG D. PLOT

☐ FSE
☐ AIR DEF
☐ AVN
☐ NGF

(S) DELIVERY ADDRESS:
1. UNIT/ADDRESS _____
*2. COORDS FOR AIRDROP _____ *3. CS/FREQ _____

NOTIFIED
☐ MIBARS
☐ II
BY DTG

T. DATE/TIME FACTORS:
1. DATE DESIRED _____ 2. TOT (IF APPLICABLE) _____
3. DNLV _____ 4. PRIOR COVERAGE ACCEPTABLE (DAYS PRIOR) _____

U. REMARKS/SPECIAL INSTRUCTIONS:
*1. TARGET AREA CONTROL: C/S FREQ/ORBIT POINT
2. INFLIGHT RPT C/S/FREQ
3. RUN IN HEADING FOR AIRDROP
4. OTHER

REQUESTING UNIT NOTIFIED BY
DTG
AIR ACTION
RCVD AT DTG
BY

V. FIRE PLAN

1. RESTRICTIVE FIRE/AIR PLAN
[A] IS NOT [B] NO.

2. IN EFFECT
[A] (FROM TIME) [B] (TO TIME)

3. LOCATION
[A] _____ (FROM COORDINATES)
[B] _____ (TO COORDINATES)

4. WIDTH (METERS)

5. ALTITUDE/VERTEX
[A] _____ (MAXIMUM/VERTEX)
[B] _____ MINIMUM

☐ ACCEPT
☐ REFUSE
REASON

W. AIR MISSION DATA

1. MISSION NUMBER	2. C/S	3. TYPE ACFT	4. EST/ACT TAKEOFF
5. EST TOT	6. CONT PT/RDV (COORD/NAV AID)	7. INITIAL CONTACT	*8. FINAL CONT (TACP/FAC) C/S FREQ
9. RESTRICTIVE FIRE/AIR PLAN SEE BLOCK V	*10. TGT DESCRIPTION	*11. TGT COORD/ELEV	

* Asterisk indicates use as applicable or when known.
◯ Encircled line designators are minimum mandatory items for immediate requests.

Figure 1.

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APPENDIX E

EXPLANATORY NOTES

Title and Element(s)	Explanation
Line L.	
Request Number	As directed.
1. Precedence	1. For preplanned requests, indicates the requester's assignment relative to his other requests stated numerically in descending order of importance.
2 & 3 Priority	2 & 3. Use numerical designation below to define the tactical situation for preplanned (B) or immediate (C) request.

Priority--It is the responsibility of the requester to establish the priority. The categories of mission priority are:

Priority No.	Priority	Definition
1	Emergency	Targets which require immediate action and precedence over all other categories of mission priority.
2	Priority	Targets which require immediate action and take precedence over routine targets.
3	Routine	Targets of opportunity, targets which do not demand urgency in execution.

From/To	For use as necessary.
Line M.	
1. Type Mission	Self-explanatory
2. Type Coverage	
a. Strip/LOC (Line of Communication) Search	a. Reconnaissance along a route of flight or LOC.
b & c	b & c. Self-explanatory.
3, 4 & 5.	3, 4 & 5. Self-explanatory. These lines should be left blank unless it is fully understood what the selected type of sensor, photo, and film can accomplish.
Line N.	Self-explanatory. (Be specific and complete.)

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Line O.		Use appropriate coordinates and describe the target with limited descriptions or in clear text.
Line P.		It is important that the exact purpose (EEIs) of the request is stated.
Line Q.	Acceptable photo scale: Assume scale in increments of one thousand; e.g., 1: 5000 is transmitted as "five." Do not list an exact scale unless it is absolutely required. It may limit mission accomplishment.	
Line R.		
	1. Reports	
	a. INFLTREP	a. An inflight report to friendly units with a stated call sign and radio frequency.
	b. MISREP	b. A mission report of the results and significant sightings gathered during a mission.
	c. HOTPHOTOREP	c. A brief, concise, high-priority report on time-sensitive targets of significant tactical importance or of a perishable nature.
	d. IPIR	d. An initial photointerpretation report which contains intelligence on mission objectives and additional significant intelligence.
	e. SUPIR	e. A supplemental photointerpretation report provides detailed intelligence acquired through a comprehensive study of imagery.
	2. Products	Self-explanatory
Line S.		Self-explanatory
Line T.	Date/Time Factors:	
	1 & 2.	1 & 2. Self-explanatory
	3. DNLV	3. Indicate date (and time if a factor) information no longer of value. Deliver prior to this time.
	4. Prior Coverage Acceptable	4. Indicate as "minus" the number of days; e.g., "minus three zero."
Line U.	Remarks/Special Instructions:	
	1. Target Area Control	1. Indicate, when applicable, the call sign and radio frequency of the control element (e.g., TACP, FAC, etc.) to contact if mission will require close coordination with ground forces.
	2. Other	2. Self-explanatory

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Line V.		
	1. Restrictive Fire/Air Plan	1. Safety measures for friendly aircraft. The restrictive fire plan establishes airspace that is reasonably safe from friendly, surface-delivered, nonnuclear fires. The restrictive air plan provides a warning to aircraft of the parameters of surface-delivered fire in a specific area. A plan number is issued, as appropriate. The plan should be identified as "Fire" or "Air."
	A. Is not	
	B. Number	
	2. In effect	2. Establishes the time period that the applicable plan will be in effect.
	A. From time	
	B. To time	
	3. Location	
	A. From coord	3. A. Military grid coordinates or by bearings and distances from known navigation aid.
	B. To coord	
	4. Width (Meters)	From either side of the centerline defined by the above coordinates. (May not apply to the restrictive air plan.)
	5. Altitude/VERTEX (use subitem A for VERTEX only entry)	
	A. Maximum/VERTEX	Given in mean sea level (MSL) altitude; altitude above sea level.
	B. Minimum	
Line W.	(To be filled out by mission tasking agency)	Self-explanatory

ACTIONS COLUMN ALONG RIGHT EDGE	
APPROVED/DISAPPROVED	Indicate approval action by requester.
SENT	Initials of sender and time sent.
RECEIVED	Initials of receiver and time received.
CHECKED BY	Indicate agencies (persons) having reviewed the request after receipt. This may lead to further action requiring use of top blocks; e.g., preplanned requests.
ACKNOWLEDGED	Indicate receipt by intervening levels during immediate requests.
COORDINATION/COORDINATED	Self-explanatory
NOTIFIED	Self-explanatory
REQUESTING UNIT NOTIFIED BY	Indicate person who notified the requester of action being taken and time notified.
AIR ACTION	Indicate person who received approved request and time received. Indicate whether or not mission will be tasked and reason for refusal.

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TRAINING AND EVALUATION OUTLINE

TASK
MAINTAIN UNIT REQUIRED LEVEL OF TOPOGRAPHIC (1:50,000/1;25,000) MAPS.

EVALUATION

CONDITIONS:

During combat operations, CPX, FTX, or peacetime contingency, given a map catalog, a requirement for maps and the following information:

1. The next higher headquarters SOP.
2. The area of operations or an operations order.
3. The desired map scale (e.i., 1:50,000/1:25,000).

STANDARDS:

1. Determine the correct map sheet stock number(s).
2. Determine the number of copies of each map(s) required.
3. Submit the request for map(s) IAW unit SOP.
4. Upon receipt of map(s) determine the correct distribution to your subordinate units.

TRAINING

1. RESPONSIBILITY:

a. The intelligence officer is responsible for determining unit map requirements and requesting, storage, and distribution of maps for the command.

b. The intelligence NCO may be required to assist in planning for the unit map requirements and in requesting the necessary maps. Requesting maps is a simple task if the unit's needs have been carefully planned.

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2. REQUIREMENTS:

a. Timely planning is necessary to insure that sufficient quantities of suitable maps are available to units at the time and place needed. The basic factors that govern this planning are:

(1) The area of map coverage.

(2) The map scale required.

(3) Initial allowances.

(4) Replenishment issues.

(5) Replacement issues.

(6) Emergency issues.

b. **The area of map coverage.** The area of map coverage includes a unit's sector in defense or zone of action in the offense and the adjacent areas. The coverage extends into enemy territory to the objectives of current or planned operations. It includes any area occupied by enemy forces who could jeopardize the accomplishment of the unit's mission.

c. **The map scale required.** Military maps are classified generally according to a scale which is indicative of their precision, detail, and general use. The scale required depends on the desires of the commander, the nature of the mission, and the size of the operational area.

d. **Initial Allowances.** Initial allowances prescribe the number of copies of map sheets, by type or scale, that can be requisitioned by each organization without further approval. Difficulties of production, distribution, and storage require economy in map issue. The allowances prescribed in FM 101-10-1 are based on experiences of World War II and are a guide only. The wide dispersion required by the nuclear battlefield may require increased allowances.

e. **Replenishment Issues.** A replenishment issue is based on replenishment allowances that take into account normal losses and provide authorized quantities to cover areas of new interest.

f. **Replacement Issue.** Replacement issues refer to recalling or voiding old map issues and issuing new editions. Replacement issues are made on the same basis as initial allowances. Logistical limitations prevent maintaining excessive reserves of maps. As a result, map distribution is carefully controlled to prevent waste.

g. **Emergency Issues.** Emergency issues are made to fulfill immediate combat requirements.

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3. PROCUREMENT OF MAPS:

a. **Map Stock Numbers.** All maps published by or for the Corps of Engineers in Department of the Army map supply system, contain stock number identifications. The stock number is comprised of three elements: the Series Number, the Sheet Number and the Edition Number. The stock number of each map sheet is printed in the right lower margin of the map sheet.

b. **Map Catalogs.** Stock numbers are also listed in map catalogs that are available at division and higher levels and occasionally in smaller units. A map catalog consists of small maps over which the outlines of the individual map sheets of a series have been sketched. The map catalogs "PART 3 - Topographic Products", are available in six volumes listed as follows:

(1) Volume I - World - Small and Medium Scale Maps.

(2) Volume II - Europe, Africa, and Middle East - Large Scale and City Maps.

(3) Volume III - Asia Mainland - Large Scale and City Maps.

(4) Volume IV - Australia and Islands of the Pacific - Large Scale and City Maps.

(5) Volume V - Western Hemisphere - Large Scale and City Maps.

(6) Volume VI (SECRET) - Classified and Related Products (U) - All Scales.

c. **To Request a Map.** To request a map the following steps apply:

(1) Coordinate with the S4 officer to determine the unit's authorized map allowances.

(2) Determine the **stock number** of each **map sheet required** by looking in the lower margin of **each individual map sheet** (see figure 1). In cases where the area of operation is known, but a copy of the desired map sheet is not available, the stock number of any map sheet can be determined by using the appropriate map catalog. If no map catalog is available in your unit, call or go to the division G2 to obtain the stock number(s).

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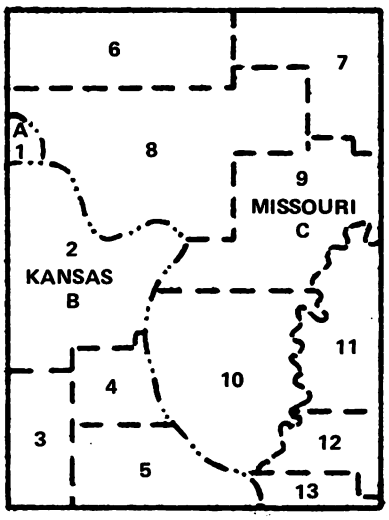
1-66 PRINTED BY ARMY MAP SERVICE, CORPS OF ENGINEERS

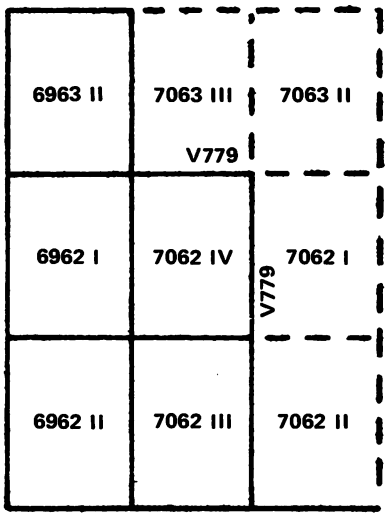
INDEX TO BOUNDARIES



Kansas
- A. Atchison County
  - 1. Walnut Township
- B. Leavenworth County
  - 2. Kickapoo Township
  - 3. High Prairie Township
  - 4. Leavenworth City
  - 5. Delaware Township

Missouri
- C. Platte County
  - 6. Marshall Township
  - 7. Green Township
  - 8. Weston Township
  - 9. Fair Township
  - 10. Lee Township
  - 11. Carroll Township
  - 12. Pettis Township
  - 13. Waldron Township

INDEX TO ADJOINING SHEETS



Sheet 7062 IV falls within NJ 15-1, V502.
1:250,000

STOCK NO. V078X7062IV

LEAVENWORTH, KANS., MO.

Figure 1. Map Stock Number.

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(3) Give the **stock numbers** of each map sheet required and the **number of copies required** to the S4 officer as a **map request.**

d. The S4 officer is responsible for the procurement of military maps.

TASK NUMBER: 071-11B-5474

REFERENCES:

FM 21-26, Map Reading
FM 30-5, Combat Intelligence
FM 54-2, The Division Support Command and Separate Brigade Support Battalion
FM 101-10-1, Staff Officer's manual Organizational, Technical, and Logistical Data Unclassified Data
US Army Map Supply Systems Catalogs

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TRAINING AND EVALUATION OUTLINE

TASK
INSPECT UNIT'S DOCUMENTS/CLASSIFIED MATERIAL PROTECTION EFFORT.

EVALUATION

CONDITION:

As classified documents custodian, given a copy of AR 380-5 and DOD Regulation 5200.1-R and all relevant unit and higher headquarters guidance concerning documents and classified material and a requirement by the S2 to--

1. Inspect a unit/staff section's classified documents or material protection effort.

2. Inspect a subordinate unit's classified documents or material protection effort, if required.

STANDARD:

Inspect protection effort of unit/staff section (or subordinate unit, if required) to insure that the protection effort meets the security requirements established by regulations and directives of unit and/or higher headquarters.

TRAINING

1. Every unit or staff section in the Army handles or is subject to handle classified material. The handling of classified material is controlled by one individual -- the S2. Normally, the S2 is the classified documents custodian; however, it is possible that you may be appointed on orders as the classified documents custodian. The custodian must know --

a. What items have been received.

b. What items are on hand.

c. What items have been dispatched or destroyed.

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2. The protection or security of classified documents is also the responsibility of the custodian. AR 380-5 and DOD Regulation 5200.1-R are the primary guide for safeguarding these items. In addition, local regulations or unit SOPs may supplement AR 380-5 to provide you the necessary guidance to help you perform your job effectively.

3. To insure the protection of classified documents, you should conduct periodic inspections of your unit/staff section's classified documents and/or sensitive material. There may be instances when you may be requested or directed to inspect subordinate units to evaluate their efforts in protecting classified documents and/or sensitive material.

4. To help you conduct a thorough inspection of your unit/staff section's security effort or the security effort of a subordinate unit, the following suggested checklist contains questions about critical areas that you should cover during the inspection.

NOTE: The following questions are designed to assist inspectors in determining the degree of compliance with the provisions of DOD Information Security Regulation 5200.1-R. They are also designed to assist activities in educating and training personnel involved in day-to-day operations which relate to the Defense Information Security Program.

INSPECTION CHECKLIST

	N/A	YES	NO
1. Is classified information properly guarded or stored in approved containers?	___	___	___
2. Has a current physical survey been made of on-hand security equipment and classified records prior to the procurement of new security storage equipment?	___	___	___
3. Have security containers other than those listed on the Federal Schedule, GSA, been procured without the granting of an exemption by component heads?	___	___	___
4. Have vaults or containers to be used for the storage of classified information or material been designated and a number or symbol affixed to each container?	___	___	___
5. Are combinations to security containers changed at least annually?	___	___	___
6. Are records of combinations assigned a security classification equal to the highest category of classified material authorized to be stored therein?	___	___	___
7. Are combinations to security containers disseminated on a need-to-know basis?	___	___	___
8. Do procedures provide for only cleared and trained persons to change and correct lockouts?	___	___	___

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	N/A	YES	NO
9. Are procedures established controlling the removal of classified material from the physical confines of the facility?	____	____	____
10. Are preliminary drafts, carbon sheets, work sheets, stencils, etc., protected according to their content and destroyed after they have served their purpose?	____	____	____
11. Are carbon and plastic typewriter ribbons and carbon paper used in the production of classified information destroyed after initial usage?	____	____	____
12. Is an adequate system of security checks at the close of the working day established?	____	____	____
13. Have emergency destruction and evacuation plans been developed and tested?	____	____	____
14. Is security practiced in telephone conversations or nonsecure communications circuits?	____	____	____
15. Are appropriate security precautions taken prior to convening a conference or other meeting wherein classified information is to be discussed or disclosed?	____	____	____
16. Are personnel aware of their responsibilities in the event of a compromise or suspected compromise?	____	____	____
17. Have cases of espionage or deliberate compromise been reported in accordance with DOD Instruction 5200-22, DOD Directive 5210.50 and implementing issuance?	____	____	____
18. Has a "knowledgeable" AWOL program been established?	____	____	____
19. Is classified information disseminated on a need-to-know basis.	____	____	____
20. Has a program been established for the periodic evaluation of clearances?	____	____	____
21. Are provisions made and used to administratively withdraw security clearances of persons for whom there is no foreseeable need for access to classified information or material in connection with the performance of their official duties?	____	____	____
22. Have appropriate officials been designated to determine, prior to the release of classified information to persons outside the executive branch, the propriety of such action in the interests of national security and the individual's trustworthiness and need-to-know?	____	____	____

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	N/A	YES	NO
23. Have procedures been established for the dissemination of classified information or material originated or received by the organization?	___	___	___
24. Is TOP SECRET information reproduced without the consent of the originating activity or higher authority?	___	___	___
25. Have officials been designated to approve the reproduction of TOP SECRET and SECRET information and material?	___	___	___
26. Has specific equipment been designated for the reproduction of classified material and have rules and warning notices been posted thereon?	___	___	___
27. Have TOP SECRET control officers and alternates been designated?	___	___	___
28. Are TOP SECRET accountability registers and access rosters maintained?	___	___	___
29. Are TOP SECRET documents physically signed or accounted for at least annually?	___	___	___
30. Is a continuous chain of receipts established for all TOP SECRET documents?	___	___	___
31. Are administrative procedures established for controlling SECRET and CONFIDENTIAL material to include origination, receipt, distribution, transfer, and destruction?	___	___	___
32. Have screening points been established to insure that incoming classified material is properly controlled and access is limited to cleared personnel?	___	___	___
33. Are working papers marked, protected, and destroyed in accordance with the classification level of the material?	___	___	___
34. Are working papers accounted for or controlled in the same manner as a finished document of comparable classification when –	___	___	___
a. Released by the organization to an agency or activity outside the headquarters or transmitted through message center channels within the headquarters?	___	___	___
b. Placed permanently in the file system?	___	___	___
c. Retained for more than 180 days?	___	___	___
35. Have downgrading or exemption instructions been placed on working papers permanently filed?	___	___	___

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	N/A	YES	NO
36. Is classified information or material transmitted or transported in accordance with the provisions of DOD Regulation 5200.1-R and component supplements?	___	___	___
37. Are personnel permitted to carry classified material while in a travel status except in exceptional and approved circumstances?	___	___	___
38. Are individuals authorized to carry classified information while in a travel status fully informed of appropriate security regulations and requirements?	___	___	___
39. Is classified information transmitted in two opaque wrappings or equivalent?	___	___	___
40. Is a documentary record for classified information or material made or received by a DOD component disposed of or destroyed in accordance with DOD Record Management regulations?	___	___	___
41. Is classified material destroyed in the presence of approved officials and by an approved method?	___	___	___
42. Are destruction records maintained for TOP SECRET and SECRET material?	___	___	___
43. Are effective security education programs established to familiarize personnel with the purposes and provisions of DOD Regulation 5200.1-R and all changes thereto?	___	___	___
44. Has an effective and viable security education program been established?	___	___	___
45. Are personnel who have had access to classified information given foreign travel briefings prior to such travel?	___	___	___
46. Are debriefings conducted for personnel upon termination of employment or contemplated temporary separation for a 60-day period or more?	___	___	___
47. Has classified information furnished by a foreign government or international organization retained its original assigned classification or been assigned a US classification that assures equivalent protection?	___	___	___
48. Has NATO, CENTO, or SEATO classified information been marked with appropriate classification in English?	___	___	___
49. Is NATO, CENTO, or SEATO classified information safeguarded in accordance with DOD Instructions C5210.21, C5210.35, and 5210.54?	___	___	___

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	N/A	YES	NO
50. Are Special Access Programs held to a minimum?	___	___	___
51. Are Military Department Special Access Programs submitted to the secretary of the respective department for approval and subsequently reported to the ASD (C)?	___	___	___
52. Are other DOD Component Special Access Programs submitted to the ASD (C) for approval?	___	___	___
53. Has an official been assigned as security manager for the activity?	___	___	___
54. Has administrative action been taken against repeated abusers of the Information Security Program?	___	___	___

NOTE: Technical assistance and guidance concerning safekeeping and storage of classified material are contained in the following Intelligence Material Development Office (IMDO) bulletins. These bulletins are available from IMDO, Electronic Warfare Laboratory, Electronics Command, Fort Holabird, MD 21219.

1. IMDO Information Bulletin Number 10, "Security Containers," December 1968.

2. IMDO Information Bulletin Number 12, "Mosler Class III and Class VI File Cabinets (U)," 10 January 1967.

3. IMDO Information Bulletin Number 53, "Standards for Vault and Cryptoroom Construction," 23 Novemeber 1971.

TASK NUMBER: 071-11B-5415

REFERENCES:

AR 380-5, Department of the Army Supplement to DOD 5200.1-R (DODISPR)
DOD 5200.1-R, Information Security Program Regulation

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TRAINING AND EVALUATION OUTLINE

TASK
EVALUATE UNIT COUNTERINTELLIGENCE EFFORT.

EVALUATION

CONDITIONS:

During combat, CPX, or FTX while conducting offensive or defensive operations, or in garrison.

STANDARDS:

Results of evaluation must indicate whether or not a unit's counter-intelligence effort considers the following counterintelligence activities and applies them when and/or where necessary:

1. Denial measures.
2. Detection measures.
3. Deception measures.

TRAINING

1. The intelligence officer/sergeant is concerned with the security of the command. He recommends and employs appropriate countermeasures to prevent the enemy from learning of friendly activities.

2. Counterintelligence (CI) consists of all security control measures, designed to insure the safeguarding of information, personnel, material and installations against espionage or subversive activities. Counter-intelligence also includes the detection of treason, sedition and disaffection within military ranks and among civilian employees of the Army. A major aspect of CI is the neutralization or destruction of the effectiveness of enemy or potentially hostile intelligence and subversive activities.

3. At battalion and brigade levels counterintelligence consists of commonsense safeguards and security measures applied to the situation. The application of these measures during combat is a continuation of those begun and trained for during peacetime operations. The counterintelligence measures established in your unit/staff section should be standing operating procedures.

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4. To determine the effectiveness of your unit's counterintelligence effort, you should check your efforts against the guidance established in the applicable Army regulations (see references), the SOP of higher headquarters and other military publications. Your counterintelligence program should comply with the guidance given in these publications.

5. The following questions are not intended to cover the entire spectrum of the counterintelligence effort. However, these questions are designed as a guide to aid you in evaluating your unit/staff section's counterintelligence effort. Note that these questions parallel the three categories of counterintelligence.

COUNTERINTELLIGENCE CHECKLIST

	YES	NO
a. Denial Measures.		
(1) Does unit conduct security briefings for new personnel?		
(2) Are SAEDA (Subversion and Espionage Directed Against the U.S. Army) posters located throughout the unit?		
(3) Are personnel aware of SAEDA reporting procedures?		
(4) Are periodic inventories of classified documents conducted?		
(5) Are all classified documents properly secured?		
(6) Are procedures established in the unit for proper disposition of working papers, carbons, typewriter ribbons, and other materials used in the preparation of sensitive material?		
(7) Does unit SOP cover COMSEC (Communication Security) for combat and garrison environment and is this procedure enforced?		
(8) Are unit telephones marked properly?		
(9) Are cryptographic devices safeguarded?		
(10) Do soldiers demonstrate the proper procedure in applying individual camouflage?		

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(11) Is camouflage and concealment discipline practiced by personnel to conceal their positions, equipment and activities from the enemy?

(12) Does unit provide itself with an early warning system of some sort (e.g., LP/OP, patrol plan, maximum use of surveillance devices)?

(13) Are personnel trained in their responsibilities under the Code of Conduct?

b. Detection measures.

(1) Are all personnel investigated in accordance with AR 604-5?

(2) Are challenge and password techniques understood and routinely employed by the unit?

(3) Does the unit have contingency plans for interrogating known or suspected enemy personnel?

c. Deception measures. Deception measures are normally planned and employed by headquarters above the brigade. Smaller units will be participating in the overall plan. Deception is, however, any means employed to mislead the enemy and should be considered for any operation. Deception means may include fabricated information, messages, radio transmissions, and verbal instructions.

6. Summary. Every individual in the military services has counterintelligence responsibilities whether it be to conceal himself from enemy sight or to refuse to divulge information of value to the enemy and to those not authorized to receive it. In this sense the individual is a counterintelligence agent. Collectively, soldiers have far greater opportunity to assist the counterintelligence effort than any other group. Not only must the soldier conscientiously practice the security measures which conceal information from the enemy, but he can also be of help in detecting enemy intelligence activities. In addition, he may at times be able to furnish valuable information regarding subversive activities within the Army. However, the value of the individual soldier is largely dependent upon the education and training given him in counterintelligence. He must be trained, if not, he may endanger the security, not only of the man next to him, but also of his unit or even the nation.

TASK NUMBER: 071-11B-5416

REFERENCES:

AR 350-30, Code of Conduct
AR 380-5, Department of the Army Supplement to DOD 5200.1-R (DOD15PR)
AR 381-12, Subversion and Espionage Directed Against the U.S. Army and Deliberate Security Violations
AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material
FM 30-17, Counterintelligence Operations

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE A NATIONAL AGENCY CHECK REQUEST.

EVALUATION

CONDITIONS:

As intelligence sergeant, given a requirement by the S2 to prepare a National Agency Check (NAC) Request on an individual for a personnel security investigation before granting a security clearance.

STANDARDS:

1. Have the individual complete blocks 1 through 16 in pencil.

2. Review the pencil copy for corrections and then prepare one copy of DD Form 1584 in its entirety. The copy may be hand printed or it may be typed with a typewriter, if one is available, insuring that NAC in bold letters is printed centered at the top of the form.

3. The completed form will be marked and handled IAW privacy act of 1974.

4. Forward the form as prescribed by local security directives or supplements to AR 604-5.

TRAINING

1. Section I - General.

a. The National Agency Check Request (DD Form 1584) is used to initiate a request for a personnel security investigation before granting a security clearance. A copy of DD Form 1584 is shown in figure 1.

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b. The office or unit responsible for submitting the DD Form 1584 will have the individual complete blocks 1 through 16 in pencil. It is imperative that the information on the 1584 concerning the individual be factual, correct, and readable, therefore, entries on the form should, if possible be typewritten. To avoid delays, you should proof the information to insure that it is correct.

c. The following abbreviated marking must be written in large block letters at the top center of the form: **NAC.** This marking indicates a search for derogatory information or other information required for completion of a National Agency Check to serve as a basis for granting clearance. The form will then be forwarded as prescribed by your local security directives/supplements to AR 604-5. In all probability, it will be forwarded to the next higher headquarters.

NOTE: Forwarding procedures may vary from installation to installation.

2. Section II - Detailed Instructions for Completing DD Form 1584.

NOTE: The following detailed instructions are keyed to each block on the form and are intended to amplify the instructions printed in each block. See figure 1 (DD Form 1584).

a. Return Results To. Address of unit or staff section which has authority to grant clearance, normally the division G2 or the Direction of Security.

b. Request Date. The date that the request is submitted.

c. Blocks 1 and 2. Self-explanatory.

d. Block 3. List all aliases, nicknames, or name changes. If female and married, divorced, or widowed, insure that the subject's maiden name and married name are both reflected in this block. For example: Nee BROWN, MARY ALICE, AKA BLACK, ROBERT JOSEPH, MRS. Continue the listing of alias(es) in block 18 if necessary.

e. Block 4. Social Security Number. Show subject's social security number. If he or she does not have one, indicate "None."

f. Block 5. Month, Day, Year of Birth. Indicate the month, day, and year of birth. Spell out or abbreviate the month (e.g., June 5, 1929; do not show 6-5-29).

g. Block 6. Place of Birth. Show city, county, and state if born in the U.S. In the case of foreign birth, list the city and the political division of the country which differentiates cities of the same name and country; e.g., Oberursel/Taunus, Hesse, Germany.

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h. Block 7. Service Number. Show individual's former military service number. Leave blank if service number is not known.

i. Block 8. Security Program.

(8a) Indicate whether request is made under the military, civilian, or industrial security program. If military on active duty, include the subject's rank (01, E2, etc.) beside the block checked.

(8b) Show if local files concerning the subject were checked with favorable results. If files are not available or if results were unfavorable, explain in block 18 and leave this item blank.

(8c) Show the unit initiating this request (the initiator normally will be the same as the unit shown in the "Return Results To" block).

j. Block 9. Relatives. List full name of father, mother, and spouse to include the maiden names of females.

k. Block 10. Date and Place of Birth. Complete this block on each family member using the same format as prescribed in blocks 5 and 6 above.

l. Block 11. Present Address. Give complete addresses, including street and house number of father, mother, and spouse. If deceased, reflect date of death.

m. Block 12. Citizenship. Show citizenship status of father, mother, and spouse. Give alien registration numbers, when applicable.

n. Block 13. Residences. List all places of residence from individual's 18th birthday or during the past 15 years, whichever is shorter, in chronological order beginning with the current address. If under 21, list present and all addresses during the preceding 3 years. Give the beginning and ending month and year for all periods of residence, when possible.

o. Block 14. Employment. List each period of employment from the subject's 18th birthday or during the past 15 years, whichever is shorter, in chronological order beginning with the current employment. If under 21, list all employments for the preceding 3 years. Give employer's complete name, street and house number, city, and state. The month and year of beginning and ending of each period of employment must be shown. If the subject was unemployed and his activities were not covered by education, indicate each period of unemployment with the beginning and ending month of each period.

p. Block 15. Last Civilian School. Show the last civilian school attended. Give the name and complete address of the school. give month and year schooling commenced and terminated.

q. Block 16. If a "YES" answer is given to any question in this block, a full explanation must be made in the "Remarks" section block 18 of the form and on additional sheets of plain paper if more space is needed. The following explains the requirements to complete the expanded answers to questions **a** through **g** of this block.

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(1) Is the subject an alien or a naturalized citizen? If an alien, provide alien registration number, the date and port of entry, the last Immigration and Naturalization Service Office with which registered. If a minor at the time of immigration, provide parents' registration numbers and the date and port of entry. If a naturalized citizen, provide the naturalization number, the date, and the place and court where the certificate was issued. If citizenship was acquired through naturalization of parent(s), provide the name of the parent(s) and the date, place and court.

(2) Has the subject any foreign connections, employment or military service?

(a) Foreign Connections: Identify all foreign nationals or foreign organizations in the United States or abroad with whom subject has been connected.

(b) Foreign Relatives: List name, address and relationship of each relative residing in either a foreign country or in the United States as an alien. (Relatives to be included are brothers, sisters, children, guardians, step-parents and former spouses.)

(c) Foreign Employment: Indicate the name and location of the foreign firm or government agency which employed subject and list the inclusive dates of employment (if this has not been provided in response to block 14).

(d) Foreign Military Service: State the country, branch of military service, grade, service number, inclusive dates of service, and type of discharge (service in the armed forces of a foreign government, not US military service abroad).

(3) Has the subject traveled or resided abroad other than for the United States Government? List each foreign country in which subject has traveled or resided other than as a direct result of United States Government duties. Provide inclusive dates and the purpose of all foreign travel.

(4) Has the subject had employment requiring a security clearance or investigation? Name the employer and indicate the type of security clearance issued and/or investigation conducted. If known, provide the name of the agency that completed the investigation, the date, and the file number.

(5) Is the subject now or has he ever been in the Federal Civil Service or Armed Forces?

(a) If currently or previously employed by the United States Government, state the employing Federal agency or department and include the location and inclusive dates. If listed in block 14, write, "See block 14" in the remarks block (block 18).

(b) If formerly a member of the United States Armed Forces, provide branch of service, rank/grade, service number or SSAN, inclusive dates of service and nature of discharge or separation. Consider Coast Guard or Merchant Marine duty as military service.

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NACC Use Only	DEPARTMENT OF DEFENSE **NATIONAL AGENCY CHECK REQUEST**	REQUEST DATE
	1. LAST NAME - FIRST NAME - MIDDLE NAME	2. SEX
	3. ALIAS(ES) AND ALL FORMER NAME(S)	4. SOCIAL SECURITY NUMBER
5. MONTH, DAY, YEAR OF BIRTH	6. PLACE OF BIRTH	7. SERVICE NUMBER
RETURN RESULTS TO: *(Include ZIP Code)*		8. a. SECURITY PROGRAM ☐ MILITARY ☐ CIVILIAN ☐ INDUSTRIAL b. ☐ LOCAL FILES CHECKED WITH FAVORABLE RESULTS c. INITIATOR OF REQUEST

9. RELATIVES	10. DATE AND PLACE OF BIRTH	11. PRESENT ADDRESS	12. CITIZENSHIP
a. FATHER			
b. MOTHER *(Full Maiden Name)*			
c. SPOUSE *(Full Maiden Name)*			

13. RESIDENCES *(List all from 18th birthday or during past 15 years, whichever is shorter. If under 18, list present and most recent addresses.)*

a. FROM	b. TO	c. NUMBER AND STREET	d. CITY	e. STATE

14. EMPLOYMENT *(List all from 18th birthday or during past 15 years, whichever is shorter. If under 18, list present and most recent employment)*

a. FROM	b. TO	c. EMPLOYER	d. PLACE

15. LAST CIVILIAN SCHOOL

a. FROM	b. TO	c. NAME	d. PLACE

YES	NO	16. *("Yes" answers must be explained in Item 18, below.)*
		a. Is the subject an alien or naturalized citizen?
		b. Has the subject any foreign connections, employment or military service?
		c. Has the subject travelled or resided abroad other than for the U.S. Government?
		d. Has the subject had employment requiring a security clearance or investigation?
		e. Is the subject now or has he ever been in the Federal Civil Service or Armed Forces?
		f. Has the subject qualified DD Form 398, 98, 48-1, or similar security form?
		g. Has the subject ever been addicted to drugs?

17. REQUEST DATA

a. REQUESTER DESIGNATOR				b. REASON	
	ARMY		DASA		BASIC TRAINEE
	NAVY		DCA		PRE-COMMISSION
	AIR FORCE		DCAA		NUCLEAR
	OSD		DIA		BI
	JCS		DSA		SECRET CLEARANCE
	NSA		DISCO		

18. REMARKS *(If additional space is needed, continue on plain paper.)*

DD FORM 1 DEC 68 1584 REPLACES DA FORM 3027, 1 AUG 65, WHICH IS OBSOLETE. ☆GPO: 1967 O—247-527 1

Figure 1.

2-XII-E-1.4

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(c) If currently on active duty in the United States Armed Forces, state "Active Duty" and list branch of service, rank/grade and date active service started.

(d) If currently a member of a reserve component of the Armed Forces, indicate whether Reserve or National Guard, the branch of service, the unit designation and location, individual status, rank/grade, service number, or SSAN, and date of initial entry.

(6) Has the individual qualified DD Form 398 (Statement of Personal History) or similar security form? This question is often answered incorrectly. "Qualification" of security forms refers to answers or remarks of security significance entered on the form, or a refusal to complete the security form in its entirety. Specifically, qualification of DD Form 398 means a "YES" answer was given to any question in the "provisions" section of that form (i.e., "YES" to any question in item 17 of DD Form 398). It does not refer to whether or not you have completed or filled out the forms.

(7) Has the individual ever been addicted to drugs? If individual is or ever has been addicted to the use of habit-forming drugs, such as narcotics or barbituates, explain in detail providing dates and residences.

r. Block 17. Request Data. Leave blank.

s. Block 18. Remarks. In this section, list any arrests which were listed in block 18 of individual's DD Form 398. This space may also be utilized for the continuation of other items when insufficient space was provided. If additional space is required, continue on a plain sheet of paper; enter the individual's full name, grade, social security number, and "Continuation Sheet - DD Form 1584" at the top left of any continuation sheets.

3. The results of the National Agency Check will be returned through channels to the division G2. The division will receive a completed copy of the 1584 which will be forwarded to the office maintaining the individual's personnel file for placement in the file. If the requesting unit is at brigade or lower, the division G2 will inform the requestor of the results of the check.

TASK NUMBER: 071-11B-5480

REFERENCE:

AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE REQUEST FOR PERSONNEL SECURITY INVESTIGATION (DD FORM 1879).

EVALUATION

CONDITIONS:

You have been given a requirement by the S2 to complete DD Form 1879 for the purpose of requesting either one of the following types of personnel security investigations:

1. Limited Inquiry.
2. Background Investigation (BI).
3. Special Background Investigation (SBI).
4. BI Bring-Up.
5. SBI Bring-Up.
6. Other (Will be specified by the S2).

STANDARDS:

1. Enter correct and factual information in all items of the form.

2. Indicate by checking the appropriate block the type of personnel security investigation to be conducted (item 5 of form).

3. Indicate the justification for conducting the type of investigation by checking the appropriate block (item 6 of form).

4. You do not complete the blocks circumscribed by the heavy black line.

5. The completed form will be marked and handled IAW privacy act of 1974.

TRAINING

1. Section I - General.

a. DD Form 1879 (Request for Personnel Security Investigation) provides a standard form for authorized clearance authorities to request a

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personnel security investigation, a review of previous investigations in order to validate an existing clearance, or a check of intelligence files for any purpose. Its use is restricted to actions involving individuals and will not be used to request investigations on impersonal subjects such as incidents, organizations or complaints.

b. Types of Investigations and Required Supporting Documents:

(1) Limited Inquiry - a request for an additional investigation required to resolve derogatory or adverse information which developed through the personnel security investigation. The request must be accompanied by an original and four copies of DD Form 398 (Statement of Personal History) and a completed FBI Form FD 258 (Fingerprint Card).

(2) Background Investigation (BI) - a complete background investigation conducted on the person mentioned as the subject of the investigation. It requires a search for all information to include summaries of investigations, when available. The DD Form 1879 forwarded in triplicate, must be accompanied by an original and four copies of DD Form 398, copies 1, 2, and 3 of the DD Form 1584 with carbon interleaves, and one copy of FBI Form FD 258 (Fingerprint Card).

(3) Special Background Investigation - a complete special background investigation requested on the person mentioned as subject of the investigation. It requires a search for all information pertinent to the investigation. Documentation will be the same as for a background investigation.

(4) BI Bring-Up and SBI Bring-Up - and investigation conducted to cover the period of time since the last background or special background investigation was conducted on subject in question. DD Form 1879 will be accompanied by an original and 4 copies of DD Form 398, original and 3 copies of DD Form 1584, and one signed FBI Form FD 258 (Fingerprint Card).

c. The same DD Form 1879 will not be reused to request additional investigation on a subject after the Defense Investigative Service (DIS) has indicated that the investigative action has been completed. If the requestor determines that the investigative results are inadequate for the action contemplated, a new DD Form 1879 must be submitted. It is imperative that identifying data concerning the subject be accurately transcribed to the new DD Form 1879. Spelling of names, date and place of birth, and all serial/social security numbers must be double checked. State specifically, in block 20, the additional investigation desired and justify the requirement for this additional investigation.

2. Detailed Instructions for Filling Out DD Form 1879 (figure 1).

a. Block 1. Enter the designation and address, to include zip code, of the headquarters , unit, or activity submitting the request for investigation.

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b. Block 2. Enter the Unit Identification Code (UIC) or Personnel Accounting System (PAS) code assigned to the headquarters, unit, or activity submitting the request for investigation.

c. Block 3. To be used by the requestor for the internal filing system.

d. Block 4. Enter the date the requestor dispatches the request form.

e. Block 5. Type of Investigation. The purpose of this block is to identify the type of investigation being requested. The 5 types of personnel security investigations listed in this item are the only ones authorized by general DOD policy. Check only one block. Request for an investigation other than one of these types must be on a specific exception to policy granted by the Secretary of the Army and approved by the Assistant Secretary of Defense (Comptroller). When an investigative request is based upon such an exception, the block "other" will be checked, and the specific exception explained in block 20 remarks. Limited inquiry will be checked only when the requester requires expansion of a National Agency check or other limited investigation needed to resolve specific derogatory or adverse information developed through other means. In each instance, the reason for the limited inquiry must be explained in block 20.

f. Block 6. Reason for Investigation.

(1) The purpose of this block is to establish the basis or justification for conducting the type of investigation being requested. DOD policy directives delineate the type of investigation required and authorized or needed for access to classified information. Accordingly, the reason must be directly supportive of one of the types of investigation prescribed by DOD policy or approved exceptions thereto.

(2) When the requested investigation is for access to CONFIDENTIAL or SECRET information, one of the subsequent blocks in this block must be checked as additional justification for conducting the investigation. A background investigation for access to CONFIDENTIAL or SECRET information is not normally required. However, a background investigation for access to CONFIDENTIAL or SECRET information is conducted for certain nuclear weapon positions, and also when there is an immigrant alien clearance requirement.

(3) If there are additional reasons for requesting an investigation for access to TOP SECRET information, then the appropriate additional blocks in this item must be checked. For example, if subject is to be given access to sensitive compartmented information or will be engaged in Presidential Support activities, the first block of this item will be checked with the words CONFIDENTIAL and SECRET lined out, and the appropriate block for sensitive compartment information or Presidential Support will also be checked.

(4) If the block marked "Other" is checked, specify in the space provided, or in block 20, the exact reason for the investigation.

g. Block 7. Return results to. Complete this block even though the information may be the same as that contained in item 1. The results of an

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investigation on a subject who is the commanding officer or who is the authority to grant security clearance will be provided to the next senior in the subject's chain of command.

THE ENTRIES IN BLOCKS 8 THRU 16, ARE THE ITEMS OF INFORMATION WHICH WILL BE USED FOR ENTRIES IN THE DEFENSE CENTRAL INDEX OF INVESTIGATIONS (DCII). IT IS IMPERATIVE THAT THEY BE COMPLETE AND ACCURATE.

h. Block 8. The subject's name will be entered in the following order: Last name, first name, middle name, with the last name only in capital letters.

i. Block 9. Each name entered will be identified as to type; e.g.:

Nee - BLACK, Virginia Jean

Also Known As (AKA) - BLACK, Robert Joseph, Mrs.

Alias - SCHWARTZ, Jinny

j. Block 10. Enter date of birth in order of year, month, and day. Do not use numerical code for month; spell out using standard abbreviation (e.g., Jan, Feb, etc.). Cite complete year (19xx).

Example: 1906 Jan 14.

k. Block 11. Enter social security number. Include dashes.

l. Block 12. If subject is military or former military, enter all previous service numbers, if known.

m. Block 13. Enter "M" for male or "F" for female.

n. Block 14. For those subjects born in the United States, list the city and state. In case of foreign birth, list the city and the political division of the country which differentiates cities of the same name and country; e.g., Oberursel/Taunus, Hesse, Germany.

o. Block 15. Enter DOD component with which subject of the investigation is affiliated (USA, USN, USAF, NSA, DIA, DSA, etc.).

p. Block 16. Enter grade for military personnel (01, E2, etc.); for DOD civilian employees enter pay scale (GS1, WB1, etc.); for industrial personnel enter "Civ."

q. Block 17. The review of local files will be indicated by checks in the applicable blocks. If unfavorable information is developed, summarize it in block 20. If there is evidence of past or present mental or nervous disorder or emotional instability, set forth full details in block 20. If no records were reviewed, indicate the reason they were not reviewed in block 20 and state where the records are located.

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REQUEST FOR PERSONNEL SECURITY INVESTIGATION

2. CODE

3. REQUESTER FILE NO.

4. DATE OF REQUEST

1. FROM: Personnel Investigation Control Center
Defense Investigative Service
P. O. Box 454
Baltimore, Maryland 21203

TO:

5. THIS REQUEST IS FOR:

- ☐ LIMITED INQUIRY
- ☐ BACKGROUND INVESTIGATION (BI)
- ☐ SPECIAL BACKGROUND INVESTIGATION (SBI)
- ☐ BI BRING-UP
- ☐ SBI BRING-UP
- ☐ OTHER *(Specify in Remarks)*

7. RETURN RESULTS TO: *(Include ZIP Code)*

6. REASON FOR INVESTIGATION:

- ☐ ACCESS TO MATERIAL CLASSIFIED *(Confidential) (Secret) (Top Secret)*
- ☐ NUCLEAR WEAPON POSITION
- ☐ IMMIGRANT ALIEN CLEARANCE REQUIREMENT
- ☐ SENSITIVE COMPARTMENTED INFORMATION
- ☐ SIOP-ESI
- ☐ PRESIDENTIAL SUPPORT
- ☐ OTHER *(Continue in Remarks)*

DO NOT COMPLETE - BLOCKS CIRCUMSCRIBED BY HEAVY BLACK LINE ARE FOR DIS INTERNAL USE ONLY

CCN *(Case Control Number)* (1-15) (16-22)

23 24 8. NAME *(Last-First-Middle) (Last Name only in Capitals)*

23 24 9. OTHER NAMES USED OR KNOWN BY *(Continue in Remarks)*

10. DATE OF BIRTH *(Y-M-D)*	11. SSN	12. FORMER SERVICE NO	13. SEX

14. PLACE OF BIRTH *(City, State)*	15. SERVICE	16. RANK/RATE/GRADE

PB (72-73)	PC (74-75)	SV (76)	CR (77-78)

R A I N

17. LOCAL FILES

☐ PERSONNEL, ☐ BASE/MILITARY POLICE, ☐ MEDICAL, ☐ SECURITY,
WERE REVIEWED ON _____ *(Date)* AND REVEALED:
☐ NO UNFAVORABLE INFORMATION
☐ UNFAVORABLE INFORMATION SUMMARIZED IN "REMARKS" BELOW

DIS NON-ACCEPTANCE STAMP

18. HISTORY OF GOVERNMENT EMPLOYMENT, CURRENT MILITARY SERVICE, INDICATED ON ATTACHED PERSONAL HISTORY FORM IS ☐ CORRECT
☐ PARTIALLY CORRECT ☐ COULD NOT BE VERIFIED. *(If other than correct is checked, explain in remarks.)*

19. PRIOR INVESTIGATION: ☐ YES ☐ NO ☐ UNKNOWN
(If Yes, reflect type, when made, by whom, and file No.)

20. REMARKS: *(Use Continuation Sheets as Required)*

DESIRE ADVANCE NOTIFICATION OF NAC RESULTS:
☐ YES ☐ NO

REFER TO THIS CASE BY "NAME-SSN-CCN"

DIS CLOSING STAMP

21. ENCLOSURE(S)

22. AUTHORIZED BY:

_____
(Signature)

_____
(Type Name, Title, and Telephone Number)

REFER TO THIS CASE BY "NAME-SSN-CCN"

DD FORM 1 MAY 73 1879 REPLACES DD FORM 1879 (TEST) 1 SEP 72, WHICH IS OBSOLETE.

Figure 1.

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r. Block 18. Verification, partial verification, or non-verification of US Government employment or current military service will be indicated by a check in the appropriate block. The DIS will not verify US Government employment or current military service when the requester indicates that it has been verified as listed on the personal history form. If the requester indicates that US Government employment or current military service has not been verified or has been only partially verified, the DIS will accomplish full verification.

s. Block 19. Enter information as to types of any previous investigations, dates thereof, file numbers, and agencies conducting the investigation. If unknown, so state.

t. Block 20. Enter information necessary to clarify entries in preceding blocks. List additional names when there is insufficient space in block 9. Indicate in this item what specific additional investigation is required when submitting a request for additional investigation. This block may be continued on plain bond paper.

u. Block 21. Enter the number and identification of enclosures.

v. Block 22. Authorized By. Under no circumstances will an individual request his own investigtion. Any request for investigation of a commanding officer or other competent authority authorized to grant security clearances will be submitted by the next senior in the chain of command.

3. The DD Form 1879 will be forwarded as prescribed by local security directives or installation supplements to AR 604-5. You will be required to forward the request through S2 channels to the division G2 or the post Director of Security who will forward the request to the Personnel Investigations Control Center (PICC).

TASK NUMBER: 071-11B-5481

REFERENCE:

AR 604-5, Clearance of Personnel for Access to Classified Defense Information and Material.

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CHAPTER 2

SENIOR INFANTRY SERGEANT

SECTION XIII

TACTICAL OPERATION CENTER

TRAINING AND EVALUATION OUTLINES

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TRAINING AND EVALUATION OUTLINE

TASK

MONITOR OPERATIONS/MOVEMENTS OF SUBORDINATE UNITS.

EVALUATION

CONDITIONS:

During unit combat operations, CPX, FTX, or peacetime contingency. Given: a copy of the OPORD, frag order, or movement order that designates the operation movement; overlay or graph showing the scheme of maneuver/route of movement, phase lines, and critical points; a map; a watch; and AM/FM radio(s).

STANDARDS:

As a minimum:

1. Tactical operation/movement must be continuously monitored from initiation to completion.

2. Corrective actions must be accomplished when major deviations from the OPORD/movement order occur.

3. Supporting action must be implemented for subordinate units/ elements that require assistance.

TRAINING

1. The primary functions of the S3 section at bn/bde/div level are monitoring and coordinating operations and movements of subordinate units. The S3 section presents to the commander the current operation estimate of the situation and recommendations for the employment of organic, assigned, attached, and supporting combat and combat support units. The S3 section uses information provided by subordinate units, staff sections, and other tactical operation elements and insures the dissemination of this information to other sections of the command post.

2. The S3 section.

a. Maintain information on the status of subordinate units reporting directly to bn/bde/div. The S3 section maintains only essential information required to insure control, e.g., knowledge of capabilities, commitment, availability, and effectiveness of subordinate units.

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b. Maintains information on the current status of barriers and obstacles. The location and extent of artificial and natural barriers, obstacles, and gaps are displayed in the command post. This information is provided by the S2, and supporting engineers. The S3 section receives reports of changes from subordinate units as they occur and provides the information to other command post (CP) elements.

c. Maintains information on the current friendly situation. The S3 section is the focal point within the CP for information on the current friendly situation. The information is shown graphically on the friendly portion of the situation map. This information is maintained and displayed for use by all CP elements. The S3 section also portrays the latest information on the operation, to include boundaries, control measures, objectives, and location of all units.

d. Disseminates orders and information and monitors execution to insure compliance with the commander's concept and decisions. The S3 section disseminates orders and instructions directly to combat and combat support units.

e. Disseminates the commander's decisions, guidance, priorities, and allocation of resources. The S3 section disseminates to other CP elements the commander's decisions and guidance concerning conduct of the current operation and the establishment of priorities and allocation of resources. The extent to which the S3 section may act on its own initiative is prescribed by the commander.

f. Coordinates requirements for movement of combat and combat support units. Movements of combat and combat support units in the battalion operational area are coordinated with the S4. He supports movements in accordance with priorities recommended by the S3 section.

g. Prepares the maneuver portion of fragmentary operation orders. The S3 section, in close coordination with the S2 section, prepares portions of orders pertaining to the combat elements of the unit. Other staff sections are provided this information to insure coordination of the combat support portion of orders.

h. Recommends the employment of organic, attached, or supporting combat and combat support resources. Recommendations are based on advice and recommendations from other unit sections, liaison representatives in the command post, and subordinate unit commanders. Before it submits the recommendations, the S3 section coordinates to insure feasibility, availability of required combat support and combat service support, and interchange of information.

TASK NUMBER: 071-11B-8101

REFERENCES:

FM 7-20, The Infantry Battalions

FM 101-5, Staff Officer's Field Manual: Staff Organization and Procedure

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TASK

PREPARE/POST DAILY STAFF JOURNAL.

EVALUATION

CONDITIONS:

During battalion combat operations, CPX, FTX, or peacetime contingency, given a unit SOP, DA Form 1594 (Daily Staff Journal/Duty Officer's Log), and pen, pencil, or typewriter.

STANDARDS:

During period specified by unit SOP:

1. Record events which affect your unit or staff section operations on DA Form 1594 (Daily Staff Journal/Duty Officer's Log).

2. Journal entries must:

a. Be posted immediately upon receipt/dispatch/occurrence of events.

b. Accurately and concisely describe the information received/dispatched on the event that occurred.

c. Specify actions that were taken upon receipt/dispatch of information on the event that occurred.

TRAINING

1. The journal is a permanent chronological record of reports and messages that have been received and transmitted, of important events that have occurred, and of actions taken in response, covering a stated period (specified by the commander), usually 24 hours. Among the purposes for maintaining a journal are:

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a. To assist in the more efficient conduct of operations.

b. To provide a ready reference for the commander and staff and for higher and lower headquarters.

c. To serve as a permanent record for training matters, operational reviews, and historical research.

2. There are generally three methods of maintaining a journal: (1) Either the S1 maintains it for headquarters, (2) each staff section maintains a staff journal for that section, or (3) it is maintained as a combined staff section journal such as the S1/S4 staff journal and S2/S3 staff section journal. The commander of a brigade may prescribe the maintenance of one journal for the unit or require the maintenance of separate journals by each staff section.

3. Form and Contents.

a. Difference in size, organization, and missions of units and staff sections preclude rigid adherence to a model form of journal. The format of this example is provided by DA Form 1594 (Daily Staff Journal or Duty Officer's Log), figure 1.

b. Journal entries should reflect:

(1) An accurate and concise statement of the message, report, or event.

(2) A notation as to the sender or individual making the report, to include unit duty position or section, such as S3 1/29 Inf.

(3) The time of receipt or dispatch and method of transmission.

(4) Action actually taken (not intended) as a result, to include dissemination given to reports or information.

(5) The purposes, subjects, and conclusions of command conferences will be described briefly; command decisions will be set down; plans will be summarized; all movements of units down to company, battery, and troop level will be described in such a manner as to enable their locations to be pinpointed and traced; all changes in unit status, i.e., activation, inactivation, redesignation, reduction to zero strength, and assignment.

(6) Liaison activities, training activation, weather, and other conditions influencing operations.

(7) Synopses of written, oral,electronic, and visual messages and orders will be entered and identified for future reference.

(8) At the close of each period a summary of important events and plans for the following period will be entered by the individual responsible for signing the journal.

(9) Following the summary, a legend of symbols used in action taken will be entered.

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(CLASSIFICATION)

DAILY STAFF JOURNAL OR DUTY OFFICER'S LOG For use of this form, see AR 220-15; the proponent agency is Office of Deputy Chief of Staff for Military Operations.				PAGE NO. 2	NO. OF PAGES 2
ORGANIZATION OR INSTALLATION S2/S3 1st Bn, 66th Inf		LOCATION VIALAN (NA928153)		PERIOD COVERED FROM: HOUR 0001, DATE 04 Jan 71 TO: HOUR 2400, DATE 04 Jan 71	
ITEM NO.	TIME IN	TIME OUT	INCIDENTS, MESSAGES, ORDERS, ETC.	ACTION TAKEN	INITIALS
7		1730	OPORD 6 issued 1730	T,F	RAS
8		1800	S3, 1st Bde notified – Tm A: Closed new assembly area vic NA938162 at 1755	M, S	PS
9		1800	S3, 1st Bde notified – Tm B: Closed new assembly area vic NA929150 at 1745	M, S	PS
10	1820		Bde S2 Air: Tac Air Recon reports trenches vic NA5252 NA5143, and NA5244 prepared but	M, S	PS
			unoccupied		
11	1825		S2 and S3 returned CP 1820		JC
12		1825	S3, 1st Bde notified – that all units TF 1–66 closed new assembly area vic NA932157 at	M, S	JC
			1820		
13	1915		S3, 1st Bde notified – 1–45th FA LO 4–100–mmAAguns located vic NA4747, 4–100–mm	M, S, Bde	JC
			AA guns located vic NA4843, 6–122–mm HOW located vic NA4741. Increased aggressor counter–		
			battery fire in brigade sector 1815–1915		
14		2340	Cdr Tm C: Cdr Tm C meet Cdr TF 1–66 at OP No 2 050530 Jan.	F	HMA
15	2355		S3, 1st Bde notified – Time of Div attack changed to 050830 Jan.	Cdr, S, T, F	RAS
			Summary: TF moved to assembly area in preparation for attack 050830. For details see OPORD 6. Plans		
			for next period: TF will attack to carry out mission of seizing high ground south of LE BAIR (NA931204).		
			LEGEND M – Situation Map S – Staff Disposition		
			T – Distribution to Troops F – File		

TYPED NAME AND GRADE OF OFFICER OR OFFICIAL ON DUTY	SIGNATURE
/t/FRANK A. COOCH, MAJ	/s/Frank A. Cooch

DA FORM 1 NOV 62 1594 PREVIOUS EDITION OF THIS FORM IS OBSOLETE. * U.S. GPO: 1974–540-848/9244

(CLASSIFICATION)

Figure 1. S2/S3 daily staff journal.

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4. A journal file will be maintained and will contain material necessary to support the entries in the journal itself. The journal file will include copies of orders, periodic reports of the unit and its subordinate and attached units, available periodic reports of higher and adjacent units, messages, memoranda, conference notes, maps, overlays, firing charts of artillery units when applicable, personnel reports, ammunition expenditure reports, and other statistics and data considered appropriate.

a. When the journal is maintained by the S1 for the entire headquarters, he will establish a system for the receipt of items for inclusion in the journal sheet and journal file from other staff members.

b. The recommended system for maintaining the journal at brigade and battalion is the combined staff sections (S1/S4 Journal and S2/S3 Journal). Under this method, the combined journal sheets and journal file are turned over to the S1 at the end of the specified reporting period for consolidation and filing.

5. Disposition. Journals and journal files are records of permanent value, and will be disposed of in accordance with AR 340-18-2.

TASK NUMBER: 071-11B-8102

REFERENCES:

AR 220-15, Journals and Journal Files
FM 101-5, Staff Officer's Field Manual, Staff Organization and Procedure

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TASK
SUPERVISE ESTABLISHMENT/DISPLACEMENT OF TACTICAL OPERATIONS CENTER (TOC).

EVALUATION

CONDITIONS:

As an operations sergeant, given a requirement to suprevise or assist in the establishment/displacement of a TOC.

STANDARDS:

Insure that as a minimum the TOC satisfies the requirements listed in the TOC operation checklist (figure 1). [NOTE: Your unit may amend or provide a totally different checklist or SOP tailored to its specific operational requirements.]

TRAINING

GENERAL: As an operations sergeant during combat or in a simulated combat environemtn, your principal duty is to assist in establishment and the actual operation of the commander's nerve center, the Tactical Operations Center. To make your job easier and to identify requirements that must be accomplished to insure effective performance, the TOC operation checklist has been developed (figure 1). This checklist consists of two sections which are discussed below:

a. Section I: The tasks in this section are listed in the order in which they normally occur. When adequate personnel are involved in the operation of the TOC these tasks may be performed simultaneously. If these tasks cannot be done the TOC has failed in its mission.

b. Section II: The remaining tasks on the checklist do not represent all that must be done to insure the combat survivability and efficiency of the TOC but are the more important ones. Depending on the number of personnel available, all the tasks can be accomplished at the same time as those in Section I or separately. The order in which the Section II tasks are listed in the checklist does not set a priority for their accomplishment.

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TOC OPERATION CHECKLIST

Section I: Mission requirements.	YES	NO
1. All radios (AM/FM) operational and manned by qualified personnel.	_____	_____
2. Situation map posted with the current operation(s) and updated with significant developments.	_____	_____
3. The Staff Duty Journal (DA Form 1594) is opened as soon as TOC is operational and all significant developments are entered on the form.	_____	_____
Section II: Additional requirements that improve efficiency and survivability.	_____	_____
4. Telephone nets are opened.	_____	_____
5. Planning map and/or planning overlays are available to the commander.	_____	_____
6. TOC personnel are assigned defensive sectors and hasty defensive positions are prepared.	_____	_____
7. Access to TOC is controlled (e.g., concertina and sentries positioned and I.D. badges used).	_____	_____
8. TOC duty shifts are designated.	_____	_____
9. Vehicular equipment and positions are camouflaged.	_____	_____
10. Facilities are blacked out.	_____	_____
11. Generators are sandbagged.	_____	_____
12. Fighting positions are improved.	_____	_____

Figure 1.

TASK NUMBER: 071-11B-8150

REFERENCE:

None

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TRAINING AND EVALUATION OUTLINE

TASK
PREPARE JOINT MESSAGE FORM
(DD FORM 173)

EVALUATION

CONDITIONS:

Given a copy of AR 105-31, a Joint Message Form (DD Form 173) and a designated time.

STANDARDS:

Within the allocated time, the Joint Message Form will be correct in accordance with AR 105-31, paragraphs 7-6 through 7-13 as explained in the training outline below.

TRAINING

1. If used properly, the Joint Message form (DD Form 173) can be a useful tool in facilitating rapid and effective communications.

2. The drafter of a message is the writer of the message. It is his responsibility to insure that the message which he prepares is as clear and concise as possible.

3. MESSAGE PREPARATION.

a. Receipt/Release Authority.

(1) Each staff section and local unit served by the Telephone Communications Center (TCC) should provide the TCC with a listing of personnel authorized to receipt for messages. The list will include name, rank, SSAN, security clearance, and sample signature. Releasers of message traffic should be restricted to those personnel authorized to approve for release of other record correspondence.

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(2) Units serviced by the Forward Area Signal Centers should provide all of the above requirements to the serving Signal Center as soon as possible upon arrival in their field location.

b. Outgoing messages.

(1 Minimum copies required by the TCC will be the original standard DD Form 173 and two carbon copies. The TCC will accept messages in proper format only, assign date-time groups, and return one copy to the originator.

(2) Preparation of copies for internal staff distribution and local units is the responsibility of the originator. Distribution of internal copies will be affected by the TCC.

c. Message Preparation on DD 173. **(Items are keyed to DD Form 173 figure 1.)**

(1) Security Classification Block. The word UNCLASSIFIED may be stamped, marked, or typed; however, all security classifications and markings must be stamped or marked in RED. (NOTE: There are two blocks, one top - one bottom.)

(2) Self-explanatory.

(3) Completed by originator. Reflects time (ZULU TIMES) that message was drafted or time message was signed by releaser.

(4) Determine speed of service by two letter precedence. Strict adherence to the procedures for assigning precedences is mandatory to insure expeditious speed of service. Abuse of the precedence assignment system results in routine speed of service for high precedence messages.

ZZ - FLASH
OO - IMMEDIATE
PP - PRIORITY
RR - ROUTINE

NOTE: Precedence is not required for ZEN (sent by other means) addressees.

(5) Leave blank.

(6) Classification Code List should be used.

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JOINT MESSAGEFORM							SECURITY CLASSIFICATION Security Classification (1)			
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY	DATE – TIME	MONTH	YR
(2) OF	(3)	(4)		(5)	(6)	(7)	(8)	(15)		
BOOK (9)	MESSAGE HANDLING INSTRUCTIONS (10)									

(11) FROM: CDR 101ABNDIV(AIRASLT)FTCAMPBELLKY //AFZBCG//

(12) TO: CDR DISCOMFTCAMPBELLKY //AFZBKE/AFZBKD//

(13) INFO: CDR, 101STAVNGPFTCAMPBELLKY //AFZBRF//

(14) C O N F I D E N T I A L Exercise (16) (exercise name inserted here)

(17) SUBJ: PREPARATION OF JOINT MESSAGE FORM (U)

(18) 1. IN THIS SAMPLE MESSAGE INFORMATION ADDRESSEES ARE CONTINUED ON PAGE 02. IF THE ADDRESSEES WERE ACTION ADDRESSES THEY WOULD BEGIN OPPOSITE THE WORD "TO". IF THE BODY OF THE TEXT HAD CONTINUED ON PAGE 02 IT WOULD BEGIN AT THE LEFT MARGIN ON THE FIRST LINE BELOW THE WORD "TO".

2. THE ONLY PERSONNEL AUTHORIZED TO ORIGINATE ELECTRICAL MESSAGE REQUIREMENTS ARE THOSE WITH A CARD ON FILE.

3. ORIGINATED TRAFFIC WILL BE PREPARED ON A DD FORM 173.

4. THE MESSAGE WILL NOT EXCEED 69 CHARACTERS PER LINE.

(19) EXERCISE (name of exercise inserted here)

(19) GDS (date exercise terminates)

DISTR:

(20)

Figure 1.

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE	SPECIAL INSTRUCTIONS	
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE AND DATE (21)		
RELEASER: TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE (22)		
SIGNATURE	SECURITY CLASSIFICATION (1)	DATE TIME GROUP

DD FORM 1 DEC 7c 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

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UUUU - UNCLASSIFIED
EEEE - UNCLASSIFIED EFTO
CCCC - CONFIDENTIAL
SSSS - SECRET

NOTE: TTTT - TOP SECRET are not handled by the Telecommunications Center. During tactical operation, contact the DSO, Div Sig Off for further guidance.

(7) Leave blank.

(8) Utilized by the TCC ONLY.

(9) Book and general messages mark "YES." single and multiple addressees messages mark "NO." **NOTE: Approximately 95% of all messages are "NO."**

(10) Special handling instructions. Stamp or mark special handling instructions. DO NOT TYPE. (i.e., LIMDIS [Limited Distribution.].)

(11) Drafter's office symbol should follow geographical location.

(12) Addressee(s) requiring electrical transmission should have address complete with geographical location and office symbols. Multiple office symbols may be used: i.e., CDR DIVARTY FTCKY/ /AFZBKJC/ AFZBKJB/ /; however, all offices reflected must be at same area. Application of office symbols insures speedy and correct delivery to all addressees.

(13) List appropriate INFORMATION addressee(s) using instructions in item (12) above.

(14) All messages originated during training, in the opinion of the originator, would be classified in an actual or combat environment should be marked with an appropriate training classification as follows:

SECRET FOR TRAINING, OTHERWISE UNCLASSIFIED,
(exercise name on this line)

CONFIDENTIAL FOR TRAINING, OTHERWISE UNCLASSIFIED,
(exercise name on this line)

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Under no circumstances will "REAL WORLD" classified information be included in a "CLASSIFIED FOR TRAINING" message. Classified for training only messages will be automatically downgraded to unclassified at the termination of most exercises and will bear the general declassification schedule (GDS) as shown at (19) below. Normal classification rules apply for non exercise messages.

(15) Leave blank for TCC to enter current date time group.

(16) To insure that messages do not become real world traffic during training, place the words "EXERCISE MESSAGE (name of exercise)." This must appear at the beginning and end of text of all exercise messages.

(17) Subject should relate to the subject matter of the text. Do not use EXERCISE as the subject. The subject of a classified message should be unclassified if possible. Classification of the subject in classified messages should be indicated in brackets at the end of the subject; i.e., SUBJECT: Hold Fire Express (C).

(18) Text of message may be printed or typed. The TCC has authority to reject illegible or incorrect messages, which makes it advisable to type most messages to insure no delay due to illegible rejection. Type the text using upper-case letters and double spacing between lines. Insure that no more than 69 characters and spaces are on each line. Initial all corrections, additions, or deletions that may appear on your DD 173 in the right hand margin even with line reflecting correction.

(19) Downgrading authority and General Declassification Schedule (Ref: DOD 5200.1-R). Material classified for training, otherwise unclassified will be downgraded to unclassified on date exercise is scheduled for termination.

(20) DISTR: Distribution of copies to staff offices of your headquarters will be indicated on the first page only. Total number of copies furnished the TCC for internal distribution is reflected in local supplements to AR 105-31.

(21) Person who originally drafted message, his position title, office symbol, tactical phone number, and date.

(22) Authorized releaser is the individual who has a current DD Form 577 (Signature Card) on file at the TCC. It is the responsibility of the originator to submit completed DD Form 577s to the TCC.

d. Message Assistance.

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(1) All questions and special needs may be coordinated with OIC of the Division Main Telecommunication Center.

(2) Information on electrically transmitted messages may be obtained by telephoning the local switchboard in your area and requesting to speak with the Telecommunications Center.

TASK NUMBER: 071-11B-8408

REFERENCES:

AR 105-31, Message Preparation
AR 105-32, Authorized Addresses for Electrically Transmitted Messages
AR 105-34, Reduction and Control of Telecommunications Traffic in an Emergency
AR 310-50, Authorized Abbreviations and Brevity Codes
TM 11-490, Army Communications Facilities: Autodin Station and Teletypewriter Station Operating Procedures

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INSURE THAT YOU CHECK THE MANUALS YOU NEED AND FILL IN YOUR ADDRESS AT THE BOTTOM OF THIS PAGE.

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FM 7-11B3	( )	FM 7-11C3	( )
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FM 7-11B5

14 JANUARY 1977

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

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